BOOK-KEEPING FOR FARMERS

AND

ESTATE OWNERS

A Practical Treatise

PRESENTING, IN THREE PLANS, A SYSTEM ADAPTED FOR ALL CLASSES OF FARMS

BY

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LONDON

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PREFACE.

THE object of this manual is to show that the principles of Book-keeping may be applied to Farmers' Accounts by a simple method and with good results. I have endeavoured to furnish a system of accounts which the farmer will find simple enough to keep correctly, and which will at the same time give him the results of his farming operations in the various departments in which they lie.

The substantial advantage to be gained by good book-keeping is now widely known and acknowledged, but it is feared that very few farmers have hitherto availed themselves of it. Their employment renders them naturally disinclined for close attention to books, and it is not surprising that many of them regard book-keeping as troublesome and useless. It may be also that no clear statement has been presented to them of the application of book-keeping to farm accounts.

Some of the "Account Books" in use among them, although they afford the means of collecting under suggestive headings a variety of useful information, do not give a system of accounts the accuracy of which is capable of proof, and which will show to the farmer how he stands in respect of liabilities and assets.

Most farmers make a valuation once a year, by which

their progress upwards or downwards may be ascertained, but how the increase or decrease of capital has been produced it would be impossible for them to show. This I hope to enable them to do by this system of accounts, which will also furnish them with a check upon all their business transactions.

It may be said that bad times like the present do not present a suitable opportunity for starting book-keeping, but a little reflection will show that, when profits are slow and difficult to make, it becomes more than ever necessary to look well to your expenditure, and to have your resources under control. The "bad times" also furnish a special reason for farmers keeping efficient accounts, inasmuch as without them they will be unable successfully to appeal against their assessment of Income Tax, which in the majority of cases is doubtless in excess of the income realised by the farmer. The Chancellor of the Exchequer drew attention to this in introducing the Budget on the 30th April, 1885. In commenting on the desirability of equalising the incidence of Schedule B throughout Great Britain he said, "My suggestion is this, instead of an arbitrary payment in proportion to rent, why should they (the farmers) not pay, like every other business man, upon their net profits?" And, in dealing with the objection that farmers do not keep books, and therefore do not know what the net profits of their trade are, he reminded the House that under the present Bankruptcy Act it was deemed an offence not to keep proper books of account.

It is probably well known to farmers that, since 1851, they have been entitled to a reduction in the amount of the tax payable by them, if they can prove to the satisfaction of the Commissioners that their profits fell short of their assessment. But in order to obtain this allowance it is clear that proper books of account must be produced, and it is more than probable that the inability to produce them

has deprived farmers of an abatement of tax to which they would otherwise have been entitled.

In seeking to frame a system of accounts for so large and varied a class as the agricultural interest includes, there is not only the difficulty of meeting the *requirements*, but of suiting the *capacity* of all. I have therefore found it advisable to present three plans.

PLAN A.—The shortest method, for which no technical knowledge of book-keeping is necessary.

PLAN B.—A simple but efficient system, which I believe will be found the most useful in the greater number of cases.

PLAN C.—A more complete arrangement, intended for those who, having to deal with large properties, and possessing the necessary clerical assistance, will find it advantageous to keep their books on a more extended plan.

The technicalities of book-keeping have, to a great extent, been set aside, but I trust that it will be found that the true object of book-keeping has been kept in view.

Any suggestions tending to make this little book more useful I would gladly avail myself of should another edition be called for.

J. M. WOODMAN.

PITTMAN AND WOODMAN,
1, GUILDHALL CHAMBERS, LONDON, E.C.
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PLAN A.

INTRODUCTION.

CASH BOOK AND LABOUR BOOK.

BALANCE SHEET AND PROFIT AND LOSS ACCOUNT.

SET OF ACCOUNTS ILLUSTRATING THIS PLAN.

BOOK-KEEPING FOR FARMERS

AND

ESTATE OWNERS.

PLAN A.

CHAPTER I.

INTRODUCTORY.

CASH BOOK AND LABOUR BOOK.

1. FARMERS as a class do not spend much time in writing or reading books, the Book of Nature being, no doubt, their chief study; and the author is quite aware that there are many successful farmers who keep no books whatever.

2. But this state of things is fast dying out; and the difficulties with which the Agricultural Interest is beset render it necessary that those engaged in this great branch of industry should look very closely at the way in which the year's results have been produced.

3. By so doing the farmer will ascertain whether his capital and energies can be employed more profitably in one direction than another. If, for example, he should be induced to take up and push a particular branch of the business—such as Dairy Produce, Poultry, or Fruit-growing—it is manifest how important it would be for him to know at an early date what are his gains or losses in respect of each venture. And, in any case, if he is to make headway in the present depressed and depressing state of affairs, he must be able readily to examine the sources of his Income and Expenditure.

4. To enable him to do this in the simplest way has been my object in Plan A.

5. In commencing Book-keeping according to this plan, a Valuation must be made of the Farming Stock; and care should be taken that the valuation is complete, and that the prices fixed are such as would leave a profit on realisation. A form for entering the particulars of the valuation will be found on pp. 20, 21.

Lists of the Debts owing **to** and **by** the farmer must also be made at starting, and the same thing must then be done at the end of each succeeding year.

6. All that is necessary to be done during the year is to enter the Receipts and Payments from day to day, in a book similar to the example given, pp. 12, 13, and once a week to write the Wages List in a Labour Book, as shown pp. 14, 15.

With these materials we shall be able to arrive at a correct statement of the Profit and Loss (pp. 16, 17), and to ascertain by a Balance Sheet (pp. 18, 19) the amount of capital of which the farmer is possessed, or the amount of his deficiency, if such be the case.

7. On turning to the **Cash Book** (pp. 12, 13), he will find it has twelve money columns, but with only two of these need he concern himself at first. These two are the first on each page, commencing from the left, and are numbered 1 and 6. In No. 1 he will enter all his Receipts, starting with the amount of cash he has in hand or at the bank. If he is overdrawn at the bank the balance would be entered in column 6, and he will also enter in that column all his Payments. Each item of Receipt and Payment must have its date and the particulars entered against it. These entries should be made day by day in order to ensure a correct Cash Account.

8. It is not absolutely necessary that anything more should be done than this, for the Cash Account is completed

by the entries in the two first columns (Nos. 1 and 6). But, as I have already stated, it is most desirable that the results of each branch of the business should be shown, and that the farmer should have some idea as to where his money is going—how much is spent for value, and how much is simply an expense which he has to allow for in estimating his profits. On the other side he should know, from actual figures, what each branch (Crops, Live Stock, Dairy, &c.) produces in cash receipts.

To enable him to do this the columns 2—5 on the Receipts side and 7—12 on the Payments side are provided, and every Receipt and Payment should be extended under its proper heading in one of those columns.

9. Now, if my reader will turn his attention to the example (pp. 12, 13), he will find the first three columns on either side—starting from the total column—to be headed "Crops," "Live Stock," and "Dairy and Poultry," these being taken to be the three departments of the farm.

There is another column, No. 5, for other sources of Receipt, such as a horse sold; and there are three other columns on the Payment side, headed respectively "Implements," "General Expenses," and "Household Expenses."

10. The farmer must then, at his leisure, but as often as convenient, take up this book, and extend into one of these columns, under its proper heading, each Receipt and Payment. The division of the Wages is obtained from the Labour Book (see pars. 15, 16), and it is important that this division should be made weekly, for if done at the time there will be no difficulty in apportioning the Wages according to the time occupied, but if left until afterwards, it would often be only guess-work.

11. The examples given in the Account (pp. 12, 13) will show, it is hoped, how the columns are used. There will be no difficulty in assigning each Receipt to its proper column. The Payments, perhaps, will not be so easy to

deal with. But it must be borne in mind that whatever contributes directly to the cost of "Crops," "Live Stock," or "Dairy and Poultry," must be entered under one of these headings. Only **new** implements go into column 10: repairs and renewals, with all other farm expenses, not directly chargeable in columns 7—9, will be entered in column 11; and private expenditure not chargeable to the farm in column 12.

12. The Account will show at any time, if kept correctly—

(*a*.) By a comparison of the totals of the two first columns (Nos. 1, 6) the amount of "Cash in hand," whether in the house or at the bankers.

(*b*.) By the addition of the other columns, the amount received and paid to date under each of these heads.

13. The advantages of this Account are—

(1.) That it presents, at one view, the whole of the income and expenditure of the Farm, under the proper headings.

(2.) It avoids the necessity of posting to a ledger, which, to those unaccustomed to such work, is no doubt very tedious.

(3.) It furnishes proof of the correctness of the results given, by the totals of these various heads of Receipts and Payments adding across into the total columns.

14. It is not a complete record, as it only deals with Cash Receipts and Payments; and such items as (1) Farm Manure used on land, and (2) Farm Produce consumed by Live Stock are, consequently, not included; and the departmental accounts of Crops and Live Stock are incomplete to this extent. These items might be dealt with in the Analysis at the end of the year; but, as the first object here is simplicity, I have thought it well not to do so, but to encourage my reader, who sees the advantage of accuracy

in these matters, to go on to Plan B and keep his accounts according to it.

15. The Labour Book.—It is usual for farmers to keep a Wages List in some way, however rough. The form given on pp. 14, 15 is only a development of this. The same principle is adopted here as in the Cash Book. Not only are the wages paid to each man entered here, but, under columns 2—5, the amount so paid is charged up to the account for which it is expended. The left-hand page will not need any explanation, and column 1 of the money columns presents nothing new, completing, as it does, the weekly wage list.

The remaining columns (2—5) will be found to correspond, in their headings, to columns 7, 8, 9 and 11 in the Analysis of Payments (p. 13), and into one of these columns each labourer's wages must be carried out, so that the proper account may be charged with it.

16. I do not forget that men are constantly being changed in their work during the week, and that therefore it would be troublesome to apportion the amounts exactly, but all that is required is an **approximate** division, so that the year's totals shall show, pretty nearly, how the wages have been applied.

The weekly division of the Wages must be entered opposite the payment in the Cash account, p. 13.

I have given a full example of one week only, but every other week must be treated in a similar way.

The totals only are filled in (p. 15) to complete the year.

CHAPTER II.

BALANCE SHEET AND PROFIT AND LOSS ACCOUNT.

17. I WILL now briefly explain the Balance Sheet and Profit and Loss account, and show how they are prepared.

18. A **Balance Sheet** is not, properly, a statement of the **Income** arising from the farm (for which we should look to the Profit and Loss account), but shows what **Capital** is invested in the farm. It should have, on the left-hand side, what I owe—my **liabilities**; and, on the right, what I possess—my **assets**. The former deducted from the latter shows what I am "**worth**" commercially speaking.

19. It will be necessary to make such a Balance Sheet at starting. I have already shown (pars. 5, 6) what are the materials for the Balance Sheet. They will generally consist—as in the example given—of the Valuation, Debts owing **to** and **by** the farmer, and Cash Balance. These items have then to be arranged so as to set forth—(1) the amount owing by the farmer; (2) the fund to which he must look for the payment of his debts; and (3) the surplus that would remain after the discharge of his liabilities.

To understand the way to do this we had better turn to the example given (pp. 18, 19).

20. Looking at the commencing Balance Sheet we find that the right-hand side of the account is headed "**Assets,**" and under it we shall consequently find what the farmer is possessed of.

The first item is the Cash Balance £53 6s. 4d., which is the sum he had at his disposal either in the house or at the bank. Of course it sometimes happens that the Bank Account gets overdrawn, in which case the amount of the overdraft (or loan from the bank as the case may be) must be entered on the other side as a debt owing by the Farmer.

The total of the outstanding Book Debts is the next item. Last, but not least, the Valuation (see p. 21) completes the Farm Assets, the total being £2,785 17s. 4d. in our example. Any other property not included in the Valuation would be added here and go to swell the total of Assets.

21. Against this must be set down on the left-hand side, under the head of Liabilities, every Debt owing by the farmer. The total of these Debts is entered in the outer column, and the difference between this amount and the total Assets is the Capital which the farmer has in his business.

22. This, in our example, is £2,584 2s. 7d., which is entered on the left-hand side to balance the account.

23. But, supposing there were a debt of £3,000 on the farm, and that that money had been lost in consequence of a series of bad years, the Debts under the head of Liabilities would be £3,201 14s. 9d., for money borrowed is a debt as much as rent or any other liability. Then the balance, instead of appearing on this side as Capital, would be entered on the right-hand side, and would show the amount by which his Assets were short of what he owed, viz., £415 17s. 5d., which would, therefore, be his Deficiency.

24. This commencing Balance Sheet is necessary not only to show the farmer how he stands at the time, but also as a starting point and a means of comparison by which the progress of the business may be ascertained. This is exemplified in the closing Balance Sheet (pp. 18, 19), where the Capital ascertained to be in the farm at the beginning of the year is taken as the basis, and the profit shown by the Profit and Loss Account added to it, the Household Expenses being first deducted. The result then should be the difference between the two sides of the Balance Sheet, as shown in our example, £2,786 12s. 5d.

25. If this is not so there must be a mistake either in the

Profit and Loss Account or Balance Sheet, and a little care will probably discover it. For it must be borne in mind that the difference in the Capital appearing in the Balance Sheets from year to year, after allowing for Household Expenses, should always be the amount of gain or loss shown by the Profit and Loss Account.

26. The Profit and Loss Account may be prepared by following the form given (pp. 16, 17), and it is made up entirely from the Valuations, totals of Receipts and Payments and Lists of Debts, which we have already referred to. It will be seen here that the net Receipts (on the right-hand side) exceed the Payments (on the left), after allowing for the valuations at the beginning and end of the year—by £439 16s. 5d., so that that amount is a profit, and is entered to balance the account, and carried off to the Balance Sheet.

27. If the Payments side had been in excess, the balance would have been a loss, and would have been entered on the other side, the amount being deducted from the Capital in the Balance Sheet.

28. The Household Expenses must not be charged against the profits, because they are not a business expense, and simply show how much of the profits have been spent in that way. The amount is deducted from Capital in the closing Balance Sheet, while the net profit is added to it.

29. The necessity for such a Balance Sheet as is described above is twofold :—

(1.) It is necessary to show that the Assets of the farm are sufficient to meet its Liabilities.

(2.) Without it there is no proof that the Profit and Loss Account is correct, but the two statements being taken together, each confirms the accuracy of the other.

PLAN A.

SET OF ACCOUNTS.

PAGES

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2. LABOUR ACCOUNT . . . . 14—15
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4. BALANCE-SHEET AT STARTING . . . . 18—19
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6. VALUATION AT STARTING . . . . . 20—21
7. VALUATION AT CLOSING . . . . . 22—23

[PLAN A.]—CASH ACCOUNT AND RECEIPTS—1885-6.

Date.	From whom, and particulars.	Amount Received.	Analysis of Receipts.			
			Crops.	Live Stock.	Dairy and Poultry.	Sundries.
		1	2	3	4	5
1885.		£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Sept. 29	Balance at this date	53 6 4	—	—	—	—
Oct. 1	R. Alton, his account for hay	0 15 0	0 15 0	—	—	—
,, 3	Eggs and milk sold	0 5 0	—	—	0 5 0	—
,, 5	Jas. Brown, hay	12 10 0	12 10 0	—	—	—
,, ,,	W. Higgins, account for sheep	8 5 4	—	8 5 4	—	—
,, 8	H. Snell, for pigs	6 10 0	—	6 10 0	—	—
,, 12	W. Hook, account for eggs and milk	1 3 2	—	—	1 3 2	—
,, ,,	Jas. Brinkman, barley	30 6 6	30 6 6	—	—	—
,, 17	Eggs and milk sold two weeks	0 8 6	—	—	0 8 6	—
,, ,,	Poultry sold	1 10 0	—	—	1 10 0	—
,, 19	John Powell, wheat	24 6 4	24 6 4	—	—	—
,, ,,	W. Bridges, barley	35 7 9	35 7 9	—	—	—
,, 22	S. Edwards, apples	6 4 6	6 4 6	—	—	—
,, 26	Edward James, hay	7 5 9	7 5 9	—	—	—
,, 28	F. Early, wheat	20 3 6	20 3 6	—	—	—
,, ,,	Horse, "Violet," sold	20 0 0	—	—	—	20 0 0
,, 31	Eggs and milk, two weeks	0 15 0	—	—	0 15 0	—
,, ,,	Wool sold	60 4 6	—	60 4 6	—	—
The entries for the remainder of the year should be made in detail as they occur,						
1886.						
Sept. 29	Lambs sold	150 0 0	—	150 0 0	—	—
,, ,,	Bullocks sold	560 0 0	—	560 0 0	—	—
,, ,,	Calves sold	42 10 0	—	42 10 0	—	—
,, ,,	Pigs sold	80 0 0	—	80 0 0	—	—
,, ,,	Wool sold	63 0 0	—	63 0 0	—	—
,, ,,	Milk and eggs sold	86 4 5	—	—	86 4 5	—
,, ,,	Produce sold	1,469 1 4	1,469 1 4	—	—	—
		2,740 2 11				
	Deduct balance 29 Sept., 1885	53 6 4				
	Total receipts	2,686 16 7	1,606 0 8	970 9 10	90 6 1	20 0 0
Sept. 29	Balance brought down	234 0 10				

ANALYSIS OF RECEIPTS AND PAYMENTS.

PAYMENTS—1885-6.

Date.	To whom, and particulars.	Amount Paid. 6	Analysis of Payments. Crops. 7	Live Stock. 8	Dairy & Poultry. 9	Implements. 10	General Expenses. 11	Household Expenses. 12
		£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
1885 Oct. 2	Wages, as per book	10 13 0	8 12 0	0 15 0	0 14 0	—	0 12 0	—
,, ,,	Housekeeping	4 0 0	—	—	—	—	—	4 0 0
5	J. Smithers, seeds	46 10 0	46 10 0	—	—	—	—	—
9	Wages, as per book	12 4 0	10 3 0	0 15 0	1 6 0	—	—	—
,, ,,	Housekeeping	2 3 0	—	—	—	—	—	2 3 0
15	Somers, veterinary surgeon	2 16 6	—	—	—	—	2 16 6	—
,, ,,	Strong, blacksmith	4 10 7	—	—	—	—	4 10 7	—
,, ,,	Brown, wheelwright	7 17 8	—	—	—	—	7 17 8	—
16	Wages, as per book	12 15 0	10 2 0	0 15 0	1 6 0	—	0 12 0	—
,, ,,	Housekeeping	2 0 0	—	—	—	—	—	2 0 0
18	Ditto, butcher's bill	3 13 0	—	—	—	—	—	3 13 0
19	J. Hunt, waggon...	20 0 0	—	—	—	20 0 0	—	—
23	Wages, as per book	12 11 0	9 18 0	1 7 0	1 6 0	—	—	—
,, ,,	Housekeeping	2 14 0	—	—	—	—	—	2 14 0
29	R. Overstone, rent to Michs.	150 0 0	—	—	—	—	150 0 0	—
30	Wages, as per book	13 4 0	9 18 0	1 8 0	1 6 0	—	0 12 0	—
,, ,,	Housekeeping	2 10 0	—	—	—	—	—	2 10 0

but to avoid repetition, they are here given in a summarised form as follows:—

Date.	To whom, and particulars.	Amount Paid. 6	Crops. 7	Live Stock. 8	Dairy & Poultry. 9	Implements. 10	General Expenses. 11	Household Expenses. 12
1886 Sept. 29	Seeds	144 8 1	144 8 1	—	—	—	—	—
,, ,,	Manure purchased	310 0 0	310 0 0	—	—	—	—	—
,, ,,	Live Stock, sundry purchases	380 0 0	—	380 0 0	—	—	—	—
,, ,,	Feed for Stock......	210 0 0	—	210 0 0	—	—	—	—
,, ,,	Drain pipes purchased..............	10 12 0	—	—	—	—	10 12 0	—
,, ,,	Indian corn, &c., for poultry	13 6 6	—	—	13 6 6	—	—	—
,, ,,	Implements bought	30 0 0	—	—	—	30 0 0	—	—
,, ,,	Wages, weekly......	623 11 0	501 10 0	47 0 0	20 2 0	—	54 19 0	—
,, ,,	Housekeeping to date	220 6 7	—	—	—	—	—	220 6 7
,, ,,	Rent to Lady Day Last.................	150 0 0	—	—	—	—	150 0 0	—
,, ,,	Rates, taxes, and insurance	55 6 8	—	—	—	—	55 6 8	—
,, ,,	Repairs of Buildings	14 10 0	—	—	—	—	14 10 0	—
,, ,,	Repairs of Implements	10 15 0	—	—	—	—	10 15 0	—
,, ,,	Sundry expenses...	23 4 6	—	—	—	—	23 4 6	—
	Total payments ...	2,506 2 1						
,, ,,	Balance in hand carried down ..	234 0 10						
		2,740 2 11						
,, ,,	Total payments as above	2,506 2 1	1051 1 1	612 0 0	39 6 6	50 0 0	486 7 11	237 6 7

Week Ending.	Name.	How Employed.	Rate per day. s.	d.
1885 Oct. 2	George Mills ..	Thrashing	2	0
,, ,,	William Lester..	Ploughing	2	4
,, ,,	James Brookes..	Do.	2	2
,, ,,	Robert Browning	Do.	2	2
,, ,,	Arthur Boggis ..	Stockman..................	2	6
,, ,,	James Cooper ..	Hedging	2	0
,, ,,	John Harris	Pulling Mangold, per acre......	6	0
,, ,,	Robert Cook ..	Do. ,, ...	6	0
,, ,,	Henry White ..	Do. ,, ...	6	0
,, ,,	John Biggs	Dairyman	2	3
,, ,,	James Brown ..	Foreman	3	0
,, ,,	Walter Harris ..	Brushing hedges	2	0
,, ,,	Arthur Sach....	Do.	2	0
,, ,,	H. Humphreys..	Tying Straw at 2s. 3d. per load	—	—
,, ,,	J. ,, ..			
Oct. 9	Sundry Persons	.. ..	—	—
,, 16	Do.	.. ..	—	—
,, 23	Do.	.. ..	—	—
,, 30	Do.	.. ..	—	—
1886 Sep. 29	Do.	.. ..	—	—

Wages for the Week. 1			Analysis of Wages. Crops. 2			Live Stock. 3			Dairy and Poultry. 4			General Expenses. 5		
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
	12	0		12	0		—			—			—	
	14	0		14	0		—			—			—	
	13	0		13	0		—			—			—	
	13	0		13	0		—			—			—	
	15	0		—			15	0		—			—	
	12	0		—			—			—			12	0
	15	0		15	0		—			—			—	
	15	0		15	0		—			—			—	
	15	0		15	0		—			—			—	
	14	0		—			—			14	0		—	
	18	0		18	0		—			—			—	
	12	0		12	0		—			—			—	
	12	0		12	0		—			—			—	
1	13	0	1	13	0		—			—			—	
10	13	0	8	12	0		15	0		14	0		12	0
12	4	0	10	3	0		15	0	1	6	0		—	
12	15	0	10	2	0		15	0	1	6	0		12	0
12	11	0	9	18	0	1	7	0	1	6	0		—	
13	4	0	9	18	0	1	8	0	1	6	0		12	0
623	11	0	501	10	0	47	0	0	20	2	0	54	19	0

DR. **[PLAN A.]**—PROFIT AND LOSS ACCOUNT FOR

			£	s.	d.	£	s.	d.
1885 Sept.	29	To Valuation at beginning of year (pages 20, 21)..................				2,722	7	6
1886 Sept.	29	To Sundry Payments, as per Abstract, page 13, viz.:—						
		Crops	1,051	1	1			
		Live Stock	642	0	0			
		Dairy and Poultry	39	6	6			
		Implements..................	50	0	0			
		General expenses	486	7	11			
			2,268	15	6			
		Add debts owing *by* me at end of year	170	0	0			
			2,438	15	6			
		Deduct debts owing *by* me at beginning of year...................	201	14	9	2,237	0	9
						4,959	8	3
	,,	To Balance being net profit carried to Balance Sheet, page 18				439	16	5
						5,399	4	8

THE YEAR ENDING 29th SEPTEMBER, 1886. CR.

			£	s.	d.	£	s.	d.
1886 Sept.	29	By Sundry Receipts as per Abstract, page 12, viz. :—						
		Crops	1,606	0	8			
		Live Stock	970	9	10			
		Dairy and Poultry	90	6	1			
		Horse "Violet" sold	20	0	0			
			2,686	16	7			
		Add Debts owing *to* me at end of year	15	4	3			
			2,702	0	10			
		Deduct Debts owing *to* me at beginning of year....................	10	3	6	2,691	17	4
"	"	By Valuation at end of year (pages 22, 23)				2,707	7	4
						5,399	4	8

DR. [PLAN A.] (Commencing) BALANCE

Liabilities.	£	s.	d.	£	s.	d.
Debts owing by me, viz.:—						
R. Overstone, rent	150	0	0			
Brown, wheelwright	7	17	8			
Smithers, seedsman	36	10	0			
Somers, veterinary surgeon ..	2	16	6			
Strong, blacksmith	4	10	7			
				201	14	9
Balance, being my capital at this date				2,584	2	7
				2,785	17	4

DR. (Closing) BALANCE

Liabilities.	£	s.	d.	£	s.	d.
Debts owing by me, viz.:—						
Overstone, R., rent	150	0	0			
Suggs, J., manure..	20	0	0			
				170	0	0
Capital as per last Balance Sheet ..	2,584	2	7			
Deduct—Household Expenses (p. 13)	237	6	7			
	2,346	16	0			
Add—Net Profit as per Profit and Loss Account (page 16)	439	16	5			
Balance, being my capital at this date				2,786	12	5
				2,956	12	5

SHEET. 29th SEPTEMBER, 1885. Cr.

ASSETS.	£	s.	d.	£	s.	d.
Cash Balance, as per page 12 ..				53	6	4
Debts owing to me, viz.:—						
Alton, R.	0	15	0			
Higgins, W.	8	5	4			
Hook, W.	1	3	2			
				10	3	6
Valuation, as per page 21				2,722	7	6
				2,785	17	4

SHEET. 29th SEPTEMBER, 1886. Cr.

ASSETS.	£	s.	d.	£	s.	d.
Cash Balance, as per page 12 ..		—		234	0	10
Debt owing to me, viz :—						
J. Surr		—		15	4	3
Valuation, as per page 23		—		2,707	7	4
				2,956	12	5

[**PLAN A.**]—VALUATION MADE

Produce.	Acreage.			Average per acre.		Total.		Average Price per Qr.	Value.			Remarks.
	A.	R.	P.	qrs	bs	qrs	bs		£	s.	d.	
Wheat ..	50	0	0	5	0	250	0	32/	400	0	0	
Barley ..	30	0	0	5	0	150	0	28/	210	0	0	
Oats	34	0	0	6	0	204	0	20/	204	0	0	
Beans ..	25	0	0	6	0	150	0	30/	225	0	0	
Peas ..	35	0	0	4	4	157	4	33/	259	17	6	
Roots ..	20	0	0	..	..	..	..	per acre. £8	160	0	0	
Hay	..	..	..	..	..	loads 40	0	per load 45/	90	0	0	
Straw ..	..	..	..	..	..	60	0	26/	78	0	0	
Carried forward									1,626	17	6	

29th SEPTEMBER, 1885.

Number of Animals.	Stock.	Price per head.	Value. £	s.	d.	Remarks.
	Brought forward ..	..	1,626	17	6	
	HORSES.					
10	Cart horses..	£25	250	0	0	
1	Colt	nil.				
	CATTLE.					
15	Bullocks	£10	150	0	0	
	SHEEP.					
114	Ewes	£3	342	0	0	
2	Rams	£4	8	0	0	
	PIGS	..	50	0	0	
	DAIRY AND POULTRY.					
4	Cows	£20	80	0	0	
	Poultry, &c.	..	5	10	0	
	IMPLEMENTS, as per list ..	..	210	0	0	
	Total	..	2,722	7	6	

[PLAN A.]—VALUATION MADE

Produce.	Acreage.			Average per Acre.		Total.		Average Price per Qr.	Value.			Remarks.
	A	R	P	qr	bs	qrs	bs		£	s.	d.	
Wheat ..	65	0	0	5	0	325	0	30/	487	10	0	
Barley ..	25	0	0	5	4	137	4	27/	185	12	6	
Oats	30	0	0	7	0	210	0	17/	178	10	0	
Beans ..	30	0	0	5	0	150	0	30/	225	0	0	
Peas	35	0	0	4	0	140	0	35/	245	0		
Roots ..	23	0	0	..	..	..	..	per acre. £8	184	0		
Hay	..	..	..	..	..	loads 30		per load 48/	72	0		
Straw ..	..	..	..	..	..	50		28/	70	0		
Carried forward									1,647	12	6	

29th SEPTEMBER, 1886.

Number of Animals.	Stock.	Price per head.	Value.			Remarks.
		£	£	s.	d.	
	Brought forward		1,647	12	6	
	HORSES.					
9	Horses	25	225	0	0	
1	Colt	15	15	0	0	
	CATTLE.					
10	Bullocks	12	120	0	0	
	SHEEP.					
100	Ewes	3	300	0	0	
2	Rams	4	8	0	0	
	PIGS		32	0	0	
	DAIRY AND POULTRY.					
4	Cows	18	72	0	0	
	Poultry, &c.		4	19	6	
	IMPLEMENTS (as per list) ..		237	0	0	
	UNEXHAUSTED IMPROVEMENTS		45	15	4	
	Total		2,707	7	4	

A YEARLY FARM ACCOUNT BOOK IN ACCORDANCE WITH PLAN A.

To facilitate the use, by Farmers, of the foregoing plan of accounts, a skeleton Account Book * has been prepared containing space for a year's accounts. The advantage of having all his accounts in one book is readily appreciated by the farmer, and this form of account book is deservedly popular among those who do not require to keep ledger accounts. In order to make the book as complete as possible, registers of crops, live stock, &c., have been added in an Appendix, so that, within the covers of the book, when written up, should be found all that it is of importance to record respecting the farming operations of the year. The following accounts and statements will be found provided for in the book, viz.:—

Debts owing *by* me at beginning of year.
Debts owing *to* me at beginning of year.
Valuation at beginning of year.
Balance Sheet at beginning of year.
Labour Account and Diary (52 openings).
Cash Account (12 openings).
Valuation at end of year.
Debts owing *by* me at end of year.
Debts owing *to* me at end of year.
Profit and Loss Account for the year.
Balance Sheet at end of year.

APPENDIX.

Summary of Wages for the year.
General View of Cultivation.
Wheat Crop Account.
Barley ,, ,,
Oat ,, ,,
Bean ,, ,,
Pea ,, ,,
—— ,, ,,
Hay Sold and Consumed.
Straw ,, ,,
Miscellaneous Produce Sold and Consumed.
Summary of Crop Accounts.
Register of Cattle.
,, Sheep.
,, Pigs.
Stock taken in to feed.
,, sent out ,,
Dairy and Poultry Produce.

* "Woodman's Yearly Farm Account Book." Crosby Lockwood & Co., 7, Stationers' Hall Court, London, E.C.

PLAN B.

INTRODUCTION.

THE LEDGER.

THE CASH BOOK AND PETTY CASH BOOK.

TRANSFER ENTRIES.

LABOUR BOOK.

REGISTERS.

SET OF BOOKS ILLUSTRATING THIS PLAN.

PLAN B.

CHAPTER I.

INTRODUCTORY.

30. WE will now turn to the second plan of accounts, the one which I believe will be found to be most useful and satisfactory to the average farmer, the man who farms, say, from 250 to 300 acres, and who, in this area, is endeavouring to get a living in spite of bad seasons and falling markets.

31. The chief differences between this plan and the preceding one are—

(*a.*) The Receipts and Payments are posted to Ledger accounts instead of being simply entered in different columns. This plan, although involving a little more trouble at first, is really the easier, and admits of greater accuracy than the other.

(*b.*) It provides for the agreement of the Cash with the Bank account and—

(*c.*) It enables the different branch accounts, viz. "Crops," "Live Stock," "Dairy," &c., to be adjusted by transfers from one to the other.

32. A few remarks on the principles of book-keeping are necessary before explaining the books used in this system of accounts. Technicalities have been avoided as much as possible, but some explanations will no doubt be necessary in order that the book may be available for those for whom it is intended.

33. The terms **Debit** and **Credit**, though often made use of in reference to accounts, are frequently only vaguely understood, and a great deal of the difficulty that people find in grasping the meaning of accounts arises from this.

34. They are used for convenience only, and because it has been found better to arrange all the entries which affect the account in the same way on one side, and those affecting it in the opposite way on the other,—than to put them down all together, and add or subtract as the case may require.

35. As every transaction affects two parties, or two accounts, the account which **receives** is **debited** (**left**-hand side) and the account which **gives** is **credited** (**right**-hand side). This is the explanation of the terms **Debit** and **Credit**, and this must be borne in mind in posting to the Ledger, and in transferring items from one account to another in the Ledger.

36. The books to be used are as follows :—

(1.) **Cash Book**, in which will be entered all the cash which passes through the bank. A few pages are reserved at the end of the book for particulars of **Transfers** which have to be made in the ledger from one account to another.

(2.) **Petty Cash Book**, which will contain an account of all cash receipts and payments which do not pass through the bank.

(3.) **Labour Book**, for entering the wages weekly, and dividing the cost of labour according to the way in which it has been employed.

(4.) **Registers**, containing particulars of Tillages and Live Stock which the ledger accounts cannot conveniently give, but are very necessary for watching the results.

(5.) **Ledger**, containing in a summarised form all the transactions of the year.

37. These books are here named in the order in which they will come into use, but to understand clearly what is before us we will glance at the **Ledger** first.

CHAPTER II.

THE LEDGER.

38. THE following accounts are supposed to refer to a farm of about 300 acres, held by Mr. John Ball, and partly devoted to growing the ordinary crops of cereals and roots, partly to breeding and fattening cattle, and, to a small extent, to dairy produce.

39. A valuation* was made at Michaelmas last, the corn and other crops being taken at a low average price, and the debts owing to and by the farm enumerated, the whole being set forth under the heads of **Liabilities** (owing by the farm), and **Assets** (property on the farm and debts owing to it), in the **Balance Sheet** (pp. 50, 51).

40. The difference between the two sides, or surplus of assets over liabilities, is clearly the amount which John Ball would have in hand, if all debts were paid off, or, in other words, it is the amount of his **Capital** invested in the farm, and stands at £2,584 2s. 7d. (p. 50).

41. Accounts are opened in the Ledger under the headings of the several items mentioned in the Balance Sheet, the amount in each case being carried to the contrary side to that on which it appears in the Balance Sheet in accordance with the rule given in par. 35. A reference to the Balance Sheet will show how this is done—the figures in the left-hand margin refer to the ledger folios which will be found in brackets over each account.

42. For convenience, the balance of cash, £53 6s. 4d., is entered in separate books called the "Cash Book" and "Petty Cash Book," and the debts are arranged

* The particulars of these valuations, made at the end of every year, will be found at the end of the Ledger, pp. 64—67; and in the ruled books which are supplied for this system of accounts, a space is reserved in the Ledger for them.

under the heads of "Sundry Debtors" and "Sundry Creditors."

43. Thus, in commencing book-keeping on this plan, the first step will be the making the Valuation; second, the Balance Sheet; and, third, the opening of accounts in the Ledger, under the heading of each item in the Balance Sheet (pars. 39—41).

Then the Cash Book, Transfers, and Labour Book will come into daily use, and the subsequent entries in the Ledger will be made as postings from them, as we shall presently see when dealing with those books.

44. We will now look through the various accounts in the Ledger (pp. 50—63), for, by seeing the results in this summarised form, we shall better understand what has to be kept in view in recording the daily transactions.

45. Capital account (pp. 52, 53) comes first. It is credited with the amount of capital shown by the Balance Sheet to be invested in the business at starting, and the net profit brought from the Profit and Loss account is added to it at the end of the year.

That completes the total on the credit side in the case before us, but if any further capital, not loans,* be introduced from time to time the cash should be posted here.

On the debit side we have only one item, that of Household Expenses, brought from folio 19, and then the balance is carried down to the credit side to commence the next year. The increase in this balance at the end of the year

* By "further capital" must not be understood money borrowed, which thus constitutes a liability. Such should be entered in the Cash Book when received, and posted to the credit of an account in the Ledger to be opened in the name of the person from whom it is received. The interest payable on the loan should be charged to General Expenses. The Capital account should only include John Ball's own capital after all liabilities have been provided for.

is, then, the amount by which the Income has exceeded the Expenditure during the year.

46. Tillages account, 1885 crop (pp. 52, 53).—On the left-hand **(debit)** side are entered (1) the amount at which the crops were valued; (2) wages for threshing, carting, &c.

On the right-hand **(credit)** side we have the cash received for produce sold and the amounts chargeable to Live Stock and to 1886 crop. Particulars of these amounts will be found in the Transfer Book.

It will then be seen that the total amount realised for 1885 crop is £1,935 10s. 5d., which, after allowing for wages for threshing, &c., has exceeded the valuation by £287 2s. 11d. The account, therefore, shows a profit of that amount, which is entered to the debit here and carried to the credit of Profit and Loss.

47. Tillages account, 1886 crop (pp. 54, 55).—To this account is posted all the expenses chargeable against the coming crop, including seeds, manure, horse-keep, and labour.

Any of this year's produce which may have been sold, as in our example—Hay £15 4s. 3d.—is placed to the credit, and the account is also credited with the amount at which the crops are valued at the end of the year (29th Sept.).

The amount by which the credit exceeds the debit side of the account is then the profit (subject to realisation), which is filled in on the debit side (£319 15s. 8d.) and carried to the credit of Profit and Loss, and the Tillages account, 1886 crop, is then closed.

48. The valuation should be so made as to be considerably below the probable amount of net realisation or at actual cost. The amount of the valuation will in this, as in the two following accounts—Live Stock and Dairy and Poultry—be carried forward to the debit of the new year.

49. Live Stock account (pp. 54, 55).—Commencir with the value of the animals at Michaelmas last, we add t this amount the price of any others purchased from tim to time and the cost of feeding and tending. On the othe side are credited (1) the sales of animals, (2) of wool fron sheep, (3) the value of manure, in respect of which the tillages have been enriched by the cattle, &c. (see par., 103), and (4) the amount at which the cattle, &c., on hand at the end of the year are valued.

Then, as the credits exceed the debits by £245 4s. 6d., there is shown to be a profit of that amount, which is entered on the debit side to balance the account and carried to the credit of Profit and Loss. The amount of the valuation, as mentioned in par. 48, is carried forward to the next year's account.

50. Dairy and Poultry account (pp. 56, 57) is treated almost exactly in the same way as Live Stock account, and, therefore, does not call for any special remark. In our example it contributes £26 1s. 2d. towards the profits of the farm.

51. Rents, Rates, Taxes, and Insurance (pp. 56, 57). The payments under this head are placed to a separate account, as it is desirable to see at a glance what they amount to.

The first entry in the account is the balance brought forward on the credit side for rent owing at the commencement of the year. The payments for Rent, Taxes, &c., are then posted on the debit side, and the half-year's rent owing at Michaelmas, 1886, is added; this last being carried forvard to the next year's account as a credit balance, and aken out in the Balance Sheet as owing.

52. General Expenses (pp. 56, 57).—Under this head ill be charged every business expense which does not me directly under either of the foregoing accounts. Th tal of the debit side is at th

the debit of Profit and Loss against the profits, which are also transferred there on the credit side.

53. Household Expenses (pp. 58, 59).—It is most important, in order to obtain correct results, that as far as possible the personal and household expenses should be kept separate from the farm expenses. No doubt it is impossible to do this entirely, as the household will be chargeable for rent, and dairy and other produce consumed, the value of which cannot readily be ascertained.

54. But the cash payments under this head can easily be kept distinct, and thus the weekly amounts drawn on account of housekeeping are posted here, and the total carried to Capital Account at the end of the year, as so much money expended. It is presumed that the Housekeeper will keep an account, charging herself with these weekly sums received, and writing down on the other side how the money is expended.

55. Horses account (pp. 58, 59) shows the variation in the stock of horses.

They were valued at £250 at Michaelmas last; one horse has since been sold for £20; but a colt having come into work during the year, the value still reaches £240, and a sum of £10 is carried to the credit of Profit and Loss.

The value, £240, is carried forward to next year.

56. Implements (pp. 58, 59).—The entries in this account will not be numerous. Under this head has been included in the valuation all the "dead stock" on the farm, including machinery, ploughs, waggons, &c. Any implements purchased during the year—which are really additions to the value—will be posted here; but payments for repairs and renewals must go to General Expenses. As the value of this class of property is constantly lessening through wear and tear, it is necessary to reduce the amount at which it stands in the books by a fixed sum per annum.

Thus £23, or 10 per cent., has been credited to this account and carried to the debit of General Expenses.

57. This should be repeated annually, and the account reduced by 10 per cent. on the amount at which it stood at the commencement of the year. The balance can, if necessary, be checked every few years by a valuation of the implements on the farm, and, should this valuation give a less amount than the balance shown by the account, the amount must be reduced accordingly, and the difference carried to the debit of Profit and Loss.

58. Unexhausted Improvements (pp. 60, 61).—It is necessary that a separate account should be kept of any money spent in improvements, the advantage of which is to be reaped in subsequent years, or in respect of which compensation may be claimed. And now that the tenants' right to compensation has been defined by the Agricultural Holdings (England) Act, 1883, it will certainly be to the interest of the farmer to be able to show readily what has been spent in Improvements.

59. To illustrate this, in our example the cost of drain-pipes has been posted here, and the wages for drainage separated in the Labour Book, and charged up to this account.

It would not be correct to write off the whole of this outlay against this year's results, as there is a value attached to it which, if the tenant leaves the farm, will be recoverable as compensation, or, if he remains, will not be exhausted for some years to come.

60. It is here assumed that the value will be exhausted in ten years, and 10 per cent. is therefore written off the account and charged to General Expenses. A like amount should be written off each of the remaining nine years, or each year until the termination of the tenancy, when compensation could be claimed.

61. Sundry Debtors (pp. 60, 61).—This account only

comes into operation at the beginning and end of the year, to ensure that those transactions which have not been settled by cash are brought into the year to which they refer. Thus, at Michaelmas, 1885, there were sundry amounts due to the farm, in all £10 3s. 6d., the cash for these debts is posted to the credit here, when received, and the account is thereby closed until the end of the year.

Should any debt become "bad," the amount must be credited here and carried to the debit of Profit and Loss as a **bad debt.**

At Michaelmas, 1886, a sum of £15 4s. 3d. was due from J. Surr for hay sold to him. That amount has, therefore, been entered here and carried to the credit of Tillages account, 1886, being a part of this year's produce.

62. Sundry Creditors (pp. 60, 61) is an exactly similar account to the preceding, only the debts are owing **by** the farm instead of **to** it. The sum of £51 14s. 9d. was owing to various persons at the commencement of the year, and has been balanced by the cash posted against it as the debts were paid. But the sum of £20, owing to J. Suggs for manure, is entered here as a liability, and charged to the 1886 crop.

63. The outstanding balances are treated in this way under the account, "Sundry Debtors" and "Sundry Creditors," in order to avoid the necessity of using Sales and Purchases Books, and of keeping personal accounts with each individual, as is done in Plan C. By posting the cash directly to the Tillage, Stock, or Expenses accounts, brevity and clearness are maintained.

64. Where, however, the transactions on credit (*i.e.* those not settled immediately by cash) are at all numerous, it will be necessary for the farmer to have an account with each person with whom he deals. This is fully provided for in Plan C; but in most cases it will be sufficient to keep a

rough account in a memorandum-book, or in a separate part of the Ledger.

He must then be careful to enter through the Transfer Book all accounts owing to or by him at the end of the year, as in our example, where J. Surr is a debtor for hay sold to him.

65. We now come to the **Profit and Loss account,** the use of which should be very clearly understood. As the name implies, it is a record of Profits and Losses, and thus each year's account shows whether the farm has made a **Profit** or **Loss.** Every item of income and expenditure must be brought here ultimately, but it is convenient that they should be posted first under one of the different accounts of income or expenditure, and that the totals of these accounts should then be carried here. By this means the Profit and Loss account gives the result of the year's business in a summarised form, instead of a confused mass of detail.

66. Turning to the example given (pp. 62, 63), we shall find that the entries, with one exception, consist of transfers from accounts which have been already referred to, and which show the various sources of Profit and Loss.

Profit will appear on the right-hand side of the account, and Losses or Expenses on the left. Thus, in our example, the amounts entered on the right-hand side of the account each represent a gross profit derived from the source which is specified against it. The total on the credit side, therefore, is the total of Gross Profit.

67. Against this will be found, on the debit side, the expenses of the year, brought from the accounts of "Rent, &c.," and "General Expenses," and amounting together to £448 7s. 10d. Any further expenses which it might be desirable to post from the Cash Book to a separate Ledger account would, at the end of the year, be carried in one total from that account to the debit of Profit and Loss, and,

adding to the expenses, would diminish the balance or net profit. This, in our example, is the third item on the debit side, and amounts to £439 16s. 5d.* It is transferred to the credit (right-hand) side of the Capital account, being the amount by which John Ball has increased his capital through the year's work.

68. Should the amount on the credit (right-hand) side not be sufficient to cover the expenses charged on the debit side, the account would show a loss; and the balance must then be entered on the right-hand side and carried to the debit of **Capital account** as so much capital lost.

69. Balance Sheet (pp. 62, 63).—**When every entry has been made** to complete the record of the year's transactions, the whole must be brought to the test by the Balance Sheet.

This is very simply done (as was shown at the commencement, pars. 39, 40), by arranging under the head of **Liabilities** all the credit balances, and under the head of **Assets** all the debit balances, standing in the Ledger, adding the cash balances which, although kept in separate books, are really Ledger accounts. Then if, as in the case before us, all the items representing Profit or Loss have been carried to the Profit and Loss account, each of the remaining balances must be either a Liability or an Asset, *i.e.* either a debt owing by the business or property belonging to the business. And the difference between the two sides is the capital or deficiency, according to whether the assets or the liabilities are the greater. In all solvent concerns, as in the example before us, the assets are the greater, and the surplus here at the end of the year is £2,786 12s. 5d.,

* No charge has been made here for Interest on Capital employed on the farm. Under some circumstances it will be necessary to take this into account, as, for instance, where two partners have invested unequal amounts, or where a portion of the capital is borrowed (see Plan C, p. 152), but for the sake of simplicity it has been omitted here.

which agrees with the amount at credit of the Capital account (p. 53).

70. The meaning and use of the Balance Sheet has already been treated of in pars. 18, 19, 29. As a statement it is in itself most important, for to it the farmer must turn to ascertain what his financial position really is when brought to the test of figures. He learns there, not only what his capital amounts to, but what it consists of. If, on the other hand, he has lost his capital, it discovers to him, and enables him to show to others, to what extent he is insolvent. And, should he unfortunately be in this position, he will perhaps learn, by painful experience, the advisability of having such a statement to produce.

71. The Balance Sheet is also very necessary in relation to the other Ledger accounts.

(1.) It is the confirmation of the Capital account, and answers the question which John Ball might ask when he sees £2,786 12s. 5d. to his credit, and is told that is his capital—"Where is it?"

The Balance Sheet tells him that it is the value of those various items enumerated under the head of Assets **less** the amount owing by him set forth under the head of Liabilities, the balance being the amount as shown by the Capital account.

(2.) It also confirms the correctness of the Profit and Loss account, because, if we take the Capital as shown by the Balance Sheet at the beginning of

	£	s.	d.
the year (p. 50), viz. . . .	£2,584	2	7
and deduct from it the Household Expenses (p. 59)	237	6	7
	2,346	16	0
we find that we want	439	16	5
to make up the Capital shown by the Balance Sheet at the end of			

and this sum of £439 16s. 5d. is the Net Profit shown by the Profit and Loss account (p. 62).

72. Having thus gone through the various accounts in the Ledger, giving such explanation as seemed necessary, I will now explain the working of the other books, viz., Cash Book, Petty Cash Book, Transfers, Labour Book, and Registers of Tillage and Live Stock.

CHAPTER III.

THE CASH BOOK AND PETTY CASH BOOK.

73. FORTUNATELY for farmers who have no liking for book-keeping, their cash transactions are not numerous.

While this renders it easier for them to keep a correct Cash account, it does not in any way set aside the importance of this branch of the subject.

A correct Cash account is the basis of good book-keeping, and without it nothing can be relied on.

74. It is important, therefore, that the Cash Book should be so kept that the correctness of the entries may be easily tested, and the balance agreed with the cash in the house or at the bank from time to time.

75. The practice of keeping a bank account is so general now, that it is presumed that the farmer who is intending to keep his accounts on this system has already adopted it. If not, let me advise him to lose no time in doing so.

76. But in case this book may fall into the hands of those who do not find it convenient to pass their cash through a banker's hands, I have given a second form of Cash account

(pp. 72—75), which will be available for such, and which is referred to on p. 44.

77. A banking account has many advantages—it secures the safe keeping of your money, provides a safe, easy, and cheap way of making payments, and preserves a permanent record of the cash transactions.

It is desirable, therefore, that your cash should, as far as possible, pass through the bank, and that your accounts should be so kept as to be able to tell at any time what is the balance in the banker's hands, and also what cash is in the house.

78. To do this the Cash account must be divided into two parts—(1) The **Cash Book,** containing all the cash paid in and drawn out of the bank; and (2) The **Petty Cash Book,** containing an account of small sums received and of money drawn from the bank, the disposal of which is accounted for per contra. This division of bank and house cash is often made by separate columns in one book; but for those who are not familiar with this use of columns, it will be found much simpler to follow the plan adopted here, and have two separate books.

The Cash Book.

79. Turning to the example of the Cash Book (pp. 68—71) we find that on the left-hand page are entered **Receipts,** and on the right-hand page the **Payments** are set down, each in order of date.

80. **Receipts.**—The first item on this (left) side will be the cash balance, unless the bank account is overdrawn, in which case it would appear on the paid (right) side.

In our example there was at the commencement of the year a balance at the bank of £48 6s. 4d., which is accordingly the first entry in the account.

The receipts are then entered as they occur, giving such particulars as are necessary, and the amounts are filled in in

the first money column. Then, on the next market day or other convenient opportunity, the whole amount entered here since the last visit to the bankers is paid in, the total being entered in the second money column as "Paid to Bank."

81. It must be borne in mind that small items of weekly sales and money drawn from the bank for wages, &c., are not entered here, but in the Petty Cash Book (pp. 76, 77), as before mentioned (par. 78), the entries here being exclusively of money to be paid into the bank. But it will sometimes be convenient to pay away cash which in the ordinary course would be paid into the bank. In such a case a cheque should be drawn for the amount of the cash that has been parted with, and this cheque should then be paid in along with other cash. The bank account will then be kept straight, and in agreement with your cash-book, and the payment will be entered in the ordinary course from the counterfoil of the cheque. The cheque may be made payable to bearer, and crossed, for safety, with the name of your banker.

82. Payments.—The entries on this (right-hand) side of the book should be made from the counterfoils of the cheques, and in this way the payments should be entered in the Cash Book periodically, say once in a week. The amounts will usually be entered in the outer column, the inner one on this side being only used for details, where such are necessary, as, for instance, the first item—October 1st, Smithers £46 10s.

This amount is divided, as shown, in the inner column, because it must be posted in two amounts. One portion, £36 10s., being in payment of an account outstanding at Michaelmas, and the remaining £10 being charged against the next year's crop account, as will be clearly seen on reference to the Ledger accounts folios 13 and 24.

83. This is only an example of what may frequently occur

when one payment is made which applies to several accounts. In every such case the amount should be divided in the inner column, to show the sum to be posted to each separate Ledger account, and the amount of the cheque carried into the outer column.

84. The cheque drawn weekly for payment of wages and other outgoings is entered in the Cash Book in one amount, and charged to Petty Cash account, where its disposal is accounted for.

85. When the Cash Book is compared with the Pass Book (see par. 88) any charges made by the bank, such as for cheque-book, stamps, collection, &c., must be entered in the Cash Book and charged to General Expenses.

86. The cash transactions of the first month only are given here in detail, the remainder being summarised to save space, but in entering the details of the whole year's Cash account no question is likely to arise which has not been dealt with.

87. In posting to the Ledger the rule stated in par. 35 must be borne in mind, and every item posted to the account to which it refers, and the opposite side to which it appears in the Cash Book. Thus Receipts go to the credit (right-hand) side of the ledger account, and Payments go to the debit (left-hand) side. The folio to which the amount is posted in the Ledger is filled in in the Cash Book in the column reserved for it, and the Cash Book folio is also noted in the Ledger against the amount when posted.

88. The Cash Book should be balanced at least once a month, and agreed with the Bank Pass Book. This is done by setting down, on a separate piece of paper or memorandum book the totals of the Pass Book and adding to them—

(1.) On the Receipts side the amounts of any cheques which have been paid in, but are not yet collected by the bank

(2.) On the Payments side, any cheques drawn which have not yet been presented at the bank.

89. No bills have been introduced into these accounts, because it is intended that when they are given or received they should be treated simply as promises to pay, the particulars of which will be entered either at the end of the Cash Book or in some other convenient place.

Bills received in payment of a debt will then be handed to the bankers, who will collect the amount when due, and the cash will be entered in the Cash Book.

90. If the bill be discounted the full amount should be entered as received, and the amount charged for discount entered on the other side as a payment to be posted to General Expenses. The cash received for the bill may then be posted to the credit of the person from whom the bill was received, but the words "bill due" (giving date) should be noted against it, as in case the bill is not met when due the amount will be charged in the Pass Book just the same as if it were a cheque drawn, and the amount must then be entered in the Cash Book as a payment, and posted to the debit of the acceptor's account.

91. Bills given for debts owing by John Ball must be noted as to date, when due, amount, and to whom payable, but no entry will be made in the accounts until the bill becomes due and is paid.

92. Examples of the treatment of bills as such will be found in Plan C, pars. 169—175.

Petty Cash Book.

93. The use of this book has already been referred to, and will not need much explanation.

The balance in the house at the beginning of the year is set down first, and then each receipt which is not to pass into the bank is entered day by day as it occurs.

94. On the right-hand or **payment** side advantage has

been taken of the use of columns, to avoid the necessity of posting separately to its Ledger account each little payment. The payments must be entered day by day as they are made, with such particulars as are necessary for identification, the amounts being filled in in the first column (No. 2).

95. Then on the first convenient opportunity, and before posting to the Ledger, each payment should be carried out into one of the columns, 3—6. If the payment does not fall under the head of Labour, General Expenses, or Household Expenses it must be placed in the last column (No. 6) and posted separately to the Ledger, the total of columns 3—5 is made at the end of each month, and carried out into the "Ledger account" column (No. 6), from whence it is posted into the Ledger, the Ledger folio being placed against each amount.

96. Thus it will be seen that the Petty Cash Book, as its name implies, contains an account of small receipts and payments, and the Cash Book an account of money paid to and by your bankers.

Cash Book—*where no Banking Account is kept.*

97. The form for use in such cases will be found on pp. 72—75. As it is a very simple one, and only one book is necessary—the Petty Cash Book being dispensed with here—it may very likely seem to the reader preferable to the method recommended in the foregoing pages.

98. But, though apparently there is a **saving** of trouble in using only one book, let me assure my reader that it will be very likely a **cause** of trouble if a correct Cash account be the thing aimed at. And for this reason (amongst others)—there being no distinction between cash which is banked and cash retained in the house—the greatest difficulty arises in discovering any error which may have crept into the account; and, further, the two being mixed, it will be no easy

matter to check the Banker's Pass Book with the Farm Cash Book, a thing which should be readily done.

99. For these reasons I cannot recommend the mixing the two together, but, in order to meet those who have no banking account, I have put the same entries together in this crude form of Cash account in order that they may be able in other respects to avail themselves of this plan.

CHAPTER IV.

TRANSFER ENTRIES.

100. A CONVENIENT place for recording the particulars of the transfers will be found at the close of the Cash Book (pp. 78, 79), and the character of the entries will most readily be ascertained from a glance at the examples given there.

101. First, it will be seen that each amount appears on both sides of the opening, that is, on the left-hand page, under the name of the account to be **credited,** and, on the right-hand page, under the name of the account to be **debited**; and the postings are made in the same way as from the Cash Book.

102. It is intended that every entry in the Ledger which requires any explanation, and is not a cash posting, shall be made here first with all necessary particulars.

103. The first entry refers to Manure supplied by the Live Stock and utilised on the Farm.

If the gain or loss under the separate heads of "Live Stock" and "Tillages" is to be ascertained this item must be taken into account. The best way to arrive at the value will be to charge the coming crop with the manure carted from the yards at so much per load. The amount so ascertained will then be entered on the left-hand side as

"Received from" Live Stock; and, on the right-hand side, as "Given to" the land, represented by "Tillages Account, 1884 Crop."

The value of the manure is here supposed to be £130.

104. Then comes the question, as a matter of account, How much Farm Produce has been consumed in feeding the Live Stock? No doubt this will be difficult to ascertain, and the method adopted must vary according to circumstances. We can only here suggest how it may be arrived at. A field of mangold, for example, intended for the use of cattle, may be valued when pulled, and charged at once to Live Stock account.

Should any portion of the mangold be afterwards used in another way an entry would be made through the Transfer Book, giving Live Stock credit for the value, and debiting the account that has "received" the mangold.

105. When the Registers (see pp. 82—85) are made up for the year, the totals of column 10 will show the whole cost of feeding; and deducting the cost of food purchased (£210 see p. 54, Live Stock Account), the difference should give the value of own produce consumed by Live Stock, which we have here taken to be £115. This amount is accordingly entered to the credit of Tillages account, 1885 crop, and debit of Live Stock account.

106. It will be observed that the Transfers given in the example are all made at the end of the year, when the accounts are adjusted and the balances struck. But in practice it will be found convenient to make some of the entries from time to time as the occasion arises. For example, when the oats are thrashed, the quantity can then be ascertained, and, if to be consumed on the farm, the value would be credited to the last crop, and charged to the coming one, for horse-keep.

107. All accounts outstanding at the end of the year, whether owing to or by the farmer must be entered here

and posted to the proper account. The amount owing by J. Surr, £15 4s. 3d., and the £20 owing to J. Suggs, furnish us with examples of these.

CHAPTER V.

LABOUR BOOK.

108. As the cost of Labour represents a very large portion of the farm expenses, it is most desirable that the Wages should be divided according to the way in which the labour has been applied, and then charged to the proper accounts. It will be seen that, by a simple arrangement of columns, this is done in our example (pp. 80, 81).

109. In columns 1—5 will be entered the usual particulars of the Wage List, in col. 6 the total will be carried out, and in 7—12 an analysis made of each week's wages.

110. Thus, in column 7 will be entered wages for thrashing and carting last season's corn; in column 8 we shall have wages for sowing and reaping the coming crop; in column 9 wages for tending Live Stock; in column 10 wages for milking, butter-making, &c.; in column 11 wages for improvements, such as drainage, &c.; in column 12 we shall have to enter wages for work which does not come under either of these headings, as, clipping hedges, &c.

111. The totals of columns 6—12 will be carried forward from week to week to make one total for the year. Column 6 will then give the amount expended in Labour for the year; and the totals of columns 7—12, having been first checked by adding across into column 6, should be posted to their several accounts in the Ledger.

112. Some may be inclined to think this analysis of the Wages impracticable; but although it will be often impossible to divide the Wages **exactly** where the employment

of the men is constantly varying, it will be very, easy to d so **approximately** at the end of each week, and this wi be found to be quite sufficient.

113. Of course the headings given are only suggestive, and others may be added as the circumstances require. For instance, when a tenant enters upon a farm which has been badly worked, and much labour has to be employed to get it into good bearing condition, the whole of the wages need not be chargeable against this year's crop, but a portion—say three-fourths—would be entered in a separate column and charged to a separate account, one-third to be written off against each of the next three years.

CHAPTER VI.

REGISTERS.

114. Examples of these will be found (pp. 82—85) divided under two heads, viz., "Register of Tillages," and "Register of Live Stock;" and in the latter separate openings are given to Cattle, Sheep, and Pigs. These Registers will, it is hoped, be found useful in showing the result —Profit or Loss—on each field or separate lot of animals.

115. This it is impossible to arrive at in the Ledger withut voluminous accounts, but by entering the particulars ere in accordance with the examples given, we are enabled watch the result of each transaction, and to answer the estions, "What does pay?" and "What does not pay?"

116. The Registers, although affording most useful infortion, do not form part of the system of accounts, which complete in the Ledger, Cash Books, Transfers and our Book. And the balances of Profit or Loss shown he Registers are included in the general Profit and Loss unt (p. 63), and therefore must not be [illegible] unt again in balancin[illegible]

PLAN B.

SET OF BOOKS.

	PAGES
1. LEDGER	50—67
2. CASH BOOK (with Transfers at end pp. 78 and 79) .	68—75
3. PETTY CASH BOOK	76—77
4. LABOUR BOOK	80—81
5. REGISTERS OF TILLAGES AND LIVE STOCK	82—85

LEDGER.

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Horses Account	20
Implements	21
Unexhausted Improvements.	22
Sundry Debtors	23
Sundry Creditors	24
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Balance Sheet, 29th Sep., 1886 (at closing). . . .	26
Valuation made 29th Sep., 1885.	
Valuation made 29th Sep., 1886.	

(10) DR. BALANCE SHEET,

Fol.	LIABILITIES.	£	s.	d.	£	s.	d.
17	To R. Overstone, Rent				150	0	
	To Sundry Creditors, viz. :—						
24	Brown, wheelwright	7	17	8			
,,	Smithers, seedsman	36	10	0			
,,	Somers, veterinary surgeon ..	2	16	6			
,,	Strong, blacksmith	4	10	7	51	14	9
					201	14	9
11	To John Ball, for balance to his credit, being his capital invested in the Business................				2,584	2	7
					2,785	17	4

29th SEPTEMBER, 1885. CR. (10)

Fol.	ASSETS.	£	s.	d.	£	s.	d.
	By Cash, viz. :—						
27	At County Bank	48	6	4			
28*b*	In House	5	0	0	53	6	4
14	By Live Stock, as per valuation ..				550	0	0
15	By Dairy Cows and Poultry, as per valuation..................				85	10	0
20	By Horses, as per valuation				250	0	0
	By Sundry Debtors, viz. :—						
23	Alton, R.		15	0			
,,	Higgins, W.	8	5	4			
,,	Hook, W.	1	3	2	10	3	6
12	By Tillages, as per valuation				1,626	17	6
21	By Implements, as per valuation ..				210	0	0
					2,785	17	4

(11) DR. JOHN BALL,

				£	s.	d.
1886 Sept.	29	To Household Expenses............	19	237	6	7
,,	,,	To Balance, carried down		2,786	12	5
				3,023	19	0

(12) DR. TILLAGES ACCOUNT.

				£	s.	d.
1885 Sept.	29	To Amount, as per valuation (see page 64)	10	1,626	17	6
1886 Sept.	29	To Wages, threshing, carting, &c.....	30	21	10	0
,,	,,	To Profit and Loss, profit on sale of 1885 crop	25	287	2	11
				1,935	10	5

CAPITAL ACCOUNT. CR. (11)

				£	s.	d.
1885 Sept.	29	By Amount invested in the Farm at this date, as per Balance Sheet	10	2,584	2	7
1886 Sept.	29	By Profit and Loss, net profit for the year	25	439	16	5
				3,023	19	0
Sept.	29	By Balance, brought down..........		2,786	12	5

1885 CROP. CR. (12)

				£	s.	d.
1885 Oct.	5	By Cash, Brown, for hay	27	12	10	0
,,	12	By Cash, Brinkman, for barley	,,	30	6	6
,,	19	By Cash, Powell, for wheat	,,	24	6	4
,,	,,	By Cash, Bridges, for barley	,,	35	7	9
,,	22	By Cash, Edwards, for apples	,,	6	4	6
,,	26	By Cash, James, for hay............	,,	7	5	0
,,	28	By Cash, Early, for wheat	,,	20	3	6
1886 Sept.	29	By Cash, Sundries for produce sold to them	28	1,469	1	4
,,	,,	By 1886 Crop, corn and hay consumed by horses	29	200	0	0
,,	,,	By Live Stock account for produce consumed	,,	115	0	0
,,	,,	By Dairy and Poultry account, for produce consumed	,,	15	4	9
				1,935	10	5

(13) Dr. TILLAGES ACCOUNT.

				£	s.	d.
1885						
Oct.	1	To Cash, Smithers for seeds	27	10	0	0
,,	20	To Cash, Davis, for seeds	28*b*	1	5	0
1886						
Sep.	29	To Cash, sundries for seeds	27	143	3	1
,,	,,	To Cash, sundries for manure	28	310	0	0
,,	,,	To Live Stock, for manure..	29	130	0	0
,,	,,	To 1885 crop, feed for horses	29	200	0	0
,,	,,	To Wages, as per Labour Book	30	528	13	0
,,	,,	To J. Suggs, for manure bought of him	24	20	0	0
,,	,,	To Profit at Valuation	25	319	15	8
				1,662	16	9
Sep.	29	To Produce, as per Valuation, brought down		1,647	12	6

(14) Dr. LIVE STOCK

				£	s.	d.
1885						
Sep.	29	To Amount as per Valuation (see page 65)	10	550	0	0
Oct.	13	To Cash, calf meal	28*b*	1	3	0
1886						
Sep.	29	To Cash, sundry purchases..	28	380	0	0
,,	,,	To Cash, for feed	28	208	17	0
,,	,,	To 1885 Crop, for produce consumed ..	29	115	0	0
,,	,,	To Wages, as per Labour Book	30	52	0	0
,,	,,	To Profit and Loss, profit transferred ..	25	245	4	6
				1,552	4	6
Sep.	29	To Live Stock, as per Valuation		460	0	0

1886 CROP. CR. (13)

				£	s.	d.
1886						
Sep.	29	By J. Surr, for hay sold to him	29	15	4	3
,,	,,	By Valuation of Crop this day (see p. 66) carried forward		1,647	12	6
				1,662	16	9

ACCOUNT. CR. (14)

				£	s.	d.
1885						
Oct.	8	By Cash, Snell for pigs	27	6	10	0
,,	31	By Cash, for wool	27	60	4	6
1886						
Sep.	29	By Cash, lambs sold	27	150	0	0
,,	,,	By Cash, bullocks sold	28	560	0	0
,,	,,	By Cash, calves sold	,,	42	10	0
,,	,,	By Cash, pigs sold	,,	80	0	0
,,	,,	By Cash, wool sold	,,	63	0	0
,,	,,	By 1886 Crop, for manure..	29	130	0	0
,,	,,	By Live Stock, as per Valuation (see p. 67)		460	0	0
				1,552	4	6

(15) Dr. DAIRY AND

				£	s.	d.
1885						
Sep.	29	To Stock, as per Valuation (see page 65)..	10	85	10	0
1886						
Sep.	29	To Cash, for Indian corn, &c.	28	13	6	6
,,	,,	To 1885 Crop, hay, &c., for cows.. ..	29	15	4	9
,,	,,	To Wages, as per Labour Book	30	26	0	0
,,	,,	To Profit and Loss, profit transferred ..	25	•26	1	2
				166	2	5
Sep.	29	To Stock, as per Valuation..		76	19	6

(16) Dr. RENT, RATES, TAXES

				£	s.	d.
1885						
Oct.	29	To Cash, R. Overstone	27	150	0	0
1886						
Sep.	29	To Cash, Rent to Lady Day, less tax, £7 10s.	28	142	10	0
,,	,,	To Cash, Rates, Taxes and Insurance ..	28	62	16	8
,,	,,	To Balance, carried down, Rent owing ..		150	0	0
				505	6	8

(17) Dr. GENERAL

				£	s.	d.
1885						
Oct.	31	To Cash, sundries	28*b*	3	3	6
1888						
Sep.	29	To Cash, sundry repairs to buildings ..	28	14	10	0
,,	,,	To Cash, sundry repairs to implements ..	,,	10	15	0
,,	,,	To Implements Account, 10 % for depreciation	29	23	0	0
,,	,,	To Unexhausted Improvements, 10 % off cost of drainage	29	5	1	8
,,	,,	To Wages, as per Labour Book	30	16	10	0
,,	,,	To Cash, sundries	28	20	1	0
				93	1	2

POULTRY ACCOUNT. CR. (15)

				£	s.	d.
1885						
Oct.	3	By Cash, for eggs and milk..	28*b*		5	0
,,	17	By Cash, for sundries	,,		8	6
,,	17	By Cash, for poultry	,,	1	10	0
,,	31	By Cash, for sundries	,,		15	0
1886						
Sep.	29	By Cash, for sundries	28	86	4	5
,,	,,	By Stock, as per Valuation (see page 67)..	,,	76	19	6
				166	2	5

AND INSURANCE. CR. (16)

				£	s.	d.
1885						
Sep.	29	By Rent owng, as per Balance Sheet ..	10	150	0	0
1886						
Sep.	29	By Profit and Loss, Rent, &c., for the year, transferred	25	355	6	8
				505	6	8
Sep.	29	By Balance, brought down, Rent owing ..		150	0	0

EXPENSES. CR. (17)

				£	s.	d.
1886						
Sep.	29	By Profit and Loss, amount transferred ..	25	93	1	2
				93	1	2

(19) DR. HOUSEHOLD

				£	s.	d.
1885 Oct.	31	To Cash, 4 weeks	28*b*	18	0	0
1886 Sept.	29	To Cash, Sundries	28	219	6	7
				237	6	7

(20) DR. HORSES

				£	s.	d.
1885 Sep.	29	To Stock, as per Valuation (see page 65)	10	250	0	0
1886 Sep.	29	To Profit and Loss, Profit transferred ..	25	10	0	0
				260	0	0
Sep.	29	To Stock, as per Valuation..		240	0	0

(21) DR. IMPLEMENTS

				£	s.	d.
1885 Sep.	29	To Stock, as per Valuation	10	210	0	0
Oct.	19	To Cash, paid Hunt for waggon	27	20	0	0
1886 Sep.	29	To Cash, sundry purchases	28	30	0	0
				260	0	0
Sep.	29	To Balance, brought down..		237	0	0

EXPENSES. CR. (19)

				£	s.	d.
1886 Sep.	29	By Capital Account, for amount transferred	11	237	6	7
				237	6	7

ACCOUNT. CR. (20)

				£	s.	d.
1885 Oct.	28	By Cash, Violet sold	27	20	0	0
1886 Sep.	29	By Stock, as per Valuation (see page 67)		240	0	0
				260	0	0

ACCOUNT. CR. (21)

				£	s.	d.
1886 Sep.	29	By General Expenses, 10 °/ₒ for depreciation	29	23	0	0
Sep.	29	By Balance, carried down		237	0	0
				260	0	0

[**PLAN B.**]—*LEDGER.*

UNEXHAUSTED

		£	s.	d.
To Cash, for drain pipes (last winter) ..	28	10	12	0
To Wages, as per Labour Book (draining)	30	40	5	0
		50	17	0
To Balance, brought down..		45	15	4

SUNDRY DEBTORS.

		£	s.	d.
To Sundry Persons, as per Balance Sheet	10	10	3	6
		10	3	6
To Tillages Account, 1886 Crop. J. Sur	29	15	4	3

(22) Dr. UNEXHAUSTED

				£	s.	d.
1886 Sep.	29	To Cash, for drain pipes (last winter) ..	28	10	12	0
,,	,,	To Wages, as per Labour Book (draining)	30	40	5	0
				50	17	0
Sep.	29	To Balance, brought down..		45	15	4

(23) Dr. SUNDRY DEBTORS.

				£	s.	d.
1885 Sep.	29	To Sundry Persons, as per Balance Sheet	10	10	3	6
				10	3	6
1886 Sep.	29	To Tillages Account, 1886 Crop. J. Surr	29	15	4	3

(24) Dr. SUNDRY CREDITORS.

				£	s.	d.
1885 Oct.	1	To Cash, Smithers	27	36	10	0
,,	15	To Cash, Somers	28*b*	2	16	6
	,,	To Cash, Strong	27	4	10	7
	,,	To Cash, Brown	,,	7	17	8
				51	14	9

IMPROVEMENTS. CR. (22)

				£	s.	d.
1886						
Sep.	29	By General Expenses, 10 % written off ..	29	5	1	8
,,	,,	By Balance, carried down		45	15	4
				50	17	0

(Accounts Owing by them.) CR. (23)

				£	s.	d.
1885						
Oct.	1	By Cash, Alton	28b		15	0
,,	5	By Cash, Higgins	27	8	5	4
,,	12	By Cash, Hook	,,	1	3	2
				10	3	6

(Accounts Owing to them.) CR. (24)

				£	s.	d.
1885						
Sep.	29	By Sundry Persons, as per Balance Sheet	10	51	14	9
				51	14	9
1886						
Sep.	29	By Tillages Account, 1886 Crop, J. Suggs, for Manure..	13	20	0	0

(25) Dr. PROFIT AND LOSS ACCOUNT FOR

				£	s.	d.
1886 Sept.	29	To Rent, Rates, Taxes and Insurance	17	355	6	8
"	"	To General Expenses	18	93	1	2
				448	7	10
"	"	To John Ball, Capital Account, for balance of this account, being net profit, transferred	11	439	16	5
				888	4	3

(26) Dr. BALANCE SHEET,

Fol.	Liabilities.	£	s.	d.
17	To R. Overstone, rent	150	0	0
24	To J. Suggs, manure	20	0	0
11	To John Ball, Capital Account, being his capital in the business at this date, viz.:—			
	£ s. d.			
10	Capital as per last Balance Sheet 2,584 2 7			
19	*Deduct* Household expenses 237 6 7			
	2,346 16 0			
25	*Add* net profit from Profit and Loss Account 439 16 5	2,786	12	5
		2,956	12	5

THE YEAR ENDING 29th SEPTEMBER, 1886. CR. (25)

				£	s.	d.
1886 Sept.	29	By Tillages account, 1885 Crop, For profit on realisation	12	287	2	11
,,	,,	By Tillages Account, 1886 Crop, For profit at valuation	13	319	15	8
,,	,,	By Live Stock, For profit at valuation	14	245	4	6
,,	,,	By Dairy and Poultry, For profit at valuation	15	26	1	2
,,	,,	By Horses, For profit at valuation	20	10	0	0
				888	4	3

29th SEPTEMBER, 1886. CR. (26)

Fol.	ASSETS.	£	s.	d.
	By Cash, viz. :— £ s. d.			
28	At County Bank 231 2 4			
28B	In House 2 18 6	234	0	10
14	By Live Stock, as per valuation	460	0	0
13	By Tillages Account, 1886 Crop, as per valuation	1,647	12	6
20	By Horses, as per valuation.............	240	0	0
15	By Dairy and Poultry Account, as per valuation	76	19	6
23	By J. Surr, amount owing by him	15	4	3
21	By Implements	237	0	0
22	By Unexhausted Improvements	45	15	4
		2,956	12	5

(25) DR. PROFIT AND LOSS ACCOUNT F(

				£	s.	(
1886 Sept.	29	To Rent, Rates, Taxes and Insurance	17	355	6	
,,	,,	To General Expenses	18	93	1	.
				448	7	1C
,,	,,	To John Ball, Capital Account, for balance of this account, being net profit, transferred	11	439	16	5
				888	4	3

(26) DR. BALANCE SHEET,

Fol.	LIABILITIES.				£	s.	d.
17	To R. Overstone, rent				150	0	0
24	To J. Suggs, manure				20	0	0
11	To John Ball, Capital Account, being his capital in the business at this date, viz.:—						
		£	s.	d.			
10	Capital as per last Balance Sheet...............	2,584	2	7			
19	*Deduct* Household expenses	237	6	7			
		2,346	16	0			
5	*Add* net profit from Profit and Loss Account	439	16	5	2,786	12	5
					2,956	12	5

THE YEAR ENDING 29th SEPTEMBER, 1886. CR. (25)

				£	s.	d.
1886 Sept.	29	By Tillages account, 1885 Crop, For profit on realisation	12	287	2	11
,,	,,	By Tillages Account, 1886 Crop, For profit at valuation	13	319	15	8
,,	,,	By Live Stock, For profit at valuation	14	245	4	6
,,	,,	By Dairy and Poultry, For profit at valuation	15	26	1	2
,,	,,	By Horses, For profit at valuation	20	10	0	0
				888	4	3

29th SEPTEMBER, 1886. CR. (26)

Fol.	ASSETS.	£	s.	d.
	By Cash, viz.:— £ s. d.			
28	At County Bank 231 2 4			
28B	In House 2 18 6	234	0	10
14	By Live Stock, as per valuation	460	0	0
13	By Tillages Account, 1886 Crop, as per valuation	1,647	12	6
20	By Horses, as per valuation.............	240	0	0
15	By Dairy and Poultry Account, as per valuation	76	19	6
23	By J. Surr, amount owing by him	15	4	3
21	By Implements	237	0	0
22	By Unexhausted Improvements	45	15	4
		2,956	12	5

VALUATION MADE

Produce.	Acreage. A.	R.	P.	Average per acre. qrs.	bus.	Total. qrs.	bus.	Average Price per Qr.	Value. £	s.	d.	Amount to Ledger Account. £	s.	d.	Ledger Folio.
Wheat ..	50	0	0	5	0	250	0	32/	400	0	0				
Barley ..	30	0	0	5	0	150	0	28/	210	0	0				
Oats ..	34	0	0	6	0	204	0	20/	204	0	0				
Beans ..	25	0	0	6	0	150	0	30/	225	0	0				
Peas ..	35	0	0	4	4	157	4	33/	259	17	6				
Roots ..	20	0	0	..	..	..	..	per acre £8	160	0	0				
Hay ..	..	..	..	..	..	loads 40	..	per load 45/	90	0	0				
Straw ..	..	..	..	..	..	60	..	26/	78	0	0				
To TILLAGES A/c. 1885 Crop ..	..	..	..	..	..	..	..	..	——	—	—	1,626	17	6	12
Carried forward	..	..	..	..	..	..	..	..	..	..	..	1,626	17	6	

29th SEPTEMBER, 1885.

Number of Animals.	Stock.	Price per head.	Value. £	s.	d.	Amount to Ledger Account. £	s.	d.	Ledger Folio.
	Brought forward ..	..	..	..	..	1,626	17	6	
	HORSES.								
10	Cart Horses	£25	250	0	0				
1	Colt	nil.							
	TO HORSES ACCOUNT					250	0	0	20
	CATTLE.								
15	Bullocks	£10	150	0	0				
	SHEEP.								
114	Ewes	£3	342	0	0				
2	Rams	£4	8	0	0				
	PIGS		50	0	0				
	TO LIVE STOCK ACCOUNT					550	0	0	14
	DAIRY AND POULTRY.								
4	Cows	£20	80	0	0				
	Poultry, &c.	..	5	10	0				
	TO DAIRY AND POULTRY ACCOUNT					85	10	0	15
	IMPLEMENTS.								
	As per Ledger Account	..	..	..	..	210	0	0	21
	Total	..	..	..	..	2,722	7	6	

VALUATION MAI

Produce.	Acreage.			Average per acre.		Total.		Average Price per Qr.	Value.			Amount to Ledger Account.			Ledger
	A.	R.	P.	qrs.	bus.	qrs.	bus.		£	s.	d.	£	s.	d.	
Wheat ..	65	0	0	5	0	325	0	30/	487	10	0				
Barley ..	25	0	0	5	4	137	4	27/	185	12	6				
Oats	30	0	0	7	0	210	0	17/	178	10	0				
Beans ..	30	0	0	5	0	150	0	30/	225	0	0				
Peas	35	0	0	4	0	140	0	35/	245	0	0				
Roots ..	23	0	0	..	..	..	..	per acre £8	184	0	0				
Iay	..	..	..	..	..	loads 30	..	per load 48/	72	0	0				
raw ..	..	..	..	..	..	50	..	28/	70	0	0				
TIL- GES A/c. 6 Crop.	..	..	..	..	..	..	..	..	—	—	—	1,647	12	6	13
ried ward	..	..	..	..	..	..	..	..	..	..	..	1,647	12	6	

[PLAN B.]—*LEDGER.*

29th SEPTEMBER, 1886.

Number of Animals.	Stock.	Price per head.	Value. £	s.	d.	Amount to Ledger Account. £	s.	d.	Ledger Folio.
	Brought forward ..	..	..	..	..	1,647	12	6	
	HORSES.								
9	Horses	£25	225	0	0				
1	Colt	£15	15	0	0				
	TO HORSES ACCOUNT					240	0	0	20
	CATTLE.								
10	Bullocks	£12	120	0	0				
	SHEEP.								
100	Ewes	£3	300	0	0				
2	Rams	£4	8	0	0				
	PIGS	..	32	0	0				
	TO LIVE STOCK ACCOUNT					460	0	0	14
4	DAIRY AND POULTRY.								
	Cows	£18	72	0	0				
	Poultry, &c.	..	4	19	6				
	TO DAIRY AND POULTRY ACCOUNT ..					76	19	6	15
	IMPLEMENTS.								
	As per Ledger Account ..	..	..	..	..	237	0	0	21
	UNEXHAUSTED IMPROVEMENTS.								
	As per Ledger Account ..	..	..	..	..	45	15	4	
	Total	..	..	..	..	2,707	7	4	

(27) Dr. **[PLAN B.]**—CASH ACCOUNT,

Date.		From whom **received**, and particulars.	Led. Folio.	Amount received.			Amount paid to Bank.		
1885				£	s.	d.	£	s.	d.
Sep.	29	Balance at Bank		48	6	4	48	6	4
Oct.	5	James Brown, for hay	12	12	10	0			
,,	,,	W. Higgins, balance of his account ..	23	8	5	4			
		Banked ..					20	15	4
,,	8	H. Snell, for pigs sold to him ..	14	6	10	0			
,,	12	W. Hook, his account	23	1	3	2			
,,	12	James Brinkman, for barley ..	12	30	6	6			
		Banked ..					37	19	8
,,	19	John Powell, for wheat	12	24	6	4			
,,	,,	W. Bridges, for barley	12	35	7	9			
		Banked ..					59	14	1
,,	22	S. Edwards, for apples	12	6	4	6			
,,	26	Edward James, for hay	12	7	5	9			
		Banked ..					13	10	3
,,	28	Frank Early, for wheat	12	20	3	6			
,,	,,	Horse "Violet" sold	20	20	0	0			
,,	31	West & Co., for wool sold	14	60	4	6			
		Banked ..					100	8	0

The entries for the remainder of the year would be made in they are here given in a summarised form under date 29th

Date.		Particulars	Led. Folio.	£	s.	d.	£	s.	d.
1886									
Sep.	29	Live Stock Account :— For lambs sold	14	150	0	0	150	0	0
		Forward ..		430	13	8	430	13	8

Date.		To whom paid, and particulars.	Led. Folio.	£	s.	d.	Amount paid by Bank. £	s.	d.
1885 Oct.	1	J. Smithers, seed account to Michaelmas	24	36	10	0			
,,	,,	J. Smithers, seeds supplied since ..	13	10	0	0			
							46	10	0
,,	2	Petty Cash Account	28 *b*				15	0	0
,,	9	Do.	,,				17	0	0
,,	15	Strong, blacksmith	24				4	10	7
,,	,,	Brown, wheelwright	,,				7	17	8
,,	16	Petty Cash Account	28*b*				14	0	0
,,	19	Hunt, for waggon	21				20	0	0
,,	23	Petty Cash Account	28*b*				20	0	0
,,	29	R. Overstone, rent half year to Michaelmas	17				150	0	0
,,	30	Petty Cash Account	28*b*				16	0	0

detail as they occur, but to save space and avoid repetition September, as follows :—

1886 Sep.	29	Tillages Account, 1886 crop :— Seeds bought	13				143	3	1
		Forward ..					454	1	4

(28) Dr. **[PLAN B.]**—CASH ACCOUNT,

Date.		From whom **received**, and particulars.	Led. Folio.	Amount received. £	s.	d.	Amount paid to Bank. £	s.	d.
1886		Forward ..		430	13	8	430	13	8
Sep.	29	Live Stock Account, bullocks sold	14	560	0	0	560	0	0
,,	,,	,, ,, calves ,,	,,	42	10	0	42	10	0
,,	,,	,, ,, pigs ,,	,,	80	0	0	80	0	0
,,	,,	,, ,, wool ,,	,,	63	0	0	63	0	0
,,	,,	Dairy and Poultry Account, milk, &c.	15	86	4	5	86	4	5
,,	,,	Tillages Account, 1885 Crop, produce sold	12	1,469	1	4	1,469	1	4
				2,731	9	5	2,731	9	5
Sep.	29	Balance at Bank, brought down,		231	2	4	231	2	4

Date.		To whom paid, and particulars.	Led. Folio.	£	s.	d.	Amount paid by Bank. £	s.	d.
1886		Forward ..					454	1	4
Sep.	29	Tillages Account, 1886 crop, manure purchased	13				310	0	0
,,	,,	Live Stock Account, sundry purchases of animals	14				380	0	0
,,	,,	Live Stock, for feed	,,				208	17	0
,,	,,	Drain pipes purchased	22				10	12	0
,,	,,	Dairy and Poultry Account, Indian corn, &c.	15				13	6	6
,,	,,	Implements, sundry purchases ..	21				30	0	0
,,	,,	Wages, weekly, as per Labour Book	30				623	11	0
,,	,,	Household Expenses, weekly ..	19				219	6	7
,,	,,	R. Overstone, rent to Lady Day		150	0	0			
		Less tax on £300 at 6d. ..	17	7	10	0	142	10	0
,,	,,	Rates, Taxes, and Insurance ..	,,				62	16	8
,,	,,	Repairs of Buildings	18				14	10	0
,,	,,	,, Implements	,,				10	15	0
,,	,,	Sundry Expenses	,,				20	1	0
,,	,,	Balance at Bank carried down ..					231	2	4
							2,731	9	5

[**PLAN B.**]—CASH ACCOUNT,

(27A) DR.

Date.		From whom **received**, and particulars.	Led. Folio.	£	s.	d.	Amount received. £	s.	d.
1885									
Sep.	29	Balance in hand					53	6	4
Oct.	1	R. Alton, balance of his account ..	23					15	0
,,	3	Dairy Sales this week	15					5	0
,,	5	James Brown, for hay	12				12	10	0
,,	,,	W. Higgins, balance of his account	23				8	5	4
,,	8	H. Snell, for pigs sold to him ..	14				6	10	0
,,	12	W. Hook, amount of his account ..	23				1	3	2
,,	,,	James Brinkman, for barley :—							
		John Smith's cheque		20	5	0			
		Gold, &c.		10	1	6			
			12	—	—	—	30	6	6
,,	17	Dairy Sales, 2 weeks	15					8	6
,,	,,	Poultry sold	15				1	10	0
,,	19	John Powell, for wheat	12				24	6	4
,,	,,	W. Bridges, for barley	,,				35	7	9
,,	22	S. Edwards, for apples	,,				6	4	6
,,	26	*Edward James, for hay*	,,				7	5	9
,,	28	Frank Early, for wheat :—							
		Notes, No.—, £10; No.—, £10		20	0	0			
		Coin			3	6			
			12	—	—	—	20	3	6
,,	,,	Horse, "Violet," sold..	20				20	0	0
,,	31	West & Co., wool sold	14				60	4	6
,,	,,	Dairy Sales, 2 weeks	15					15	0

The entries for the remainder of the year would be made they are here given in a summarised form, under date

1886									
Sep.	29	Live Stock Account, for lambs sold					150	0	0

1885—1886. [Where no Banking Account is kept.] CR. (27A)

Date.		To whom paid, and particulars.	Led. Folio.	£	s.	d.	Amount paid. £	s.	d.
1886 Oct.	1	J. Smithers, seed account to Michaels.	24	36	10	0			
,,	,,	,, seeds supplied since ..	13	10	0	0			
							46	10	0
,,	2	Wages, as per Labour Book	16				10	13	0
,,	,,	House	19				3	0	0
,,	,,	Self	,,				1	7	0
,,	5	Smith, for clipping horses	18				2	3	6
,,	8	Baker, for repairing drill	,,				0	15	0
,,	9	Wages, as per Labour Book	16				12	4	0
,,	,,	House	19				2	0	0
,,	13	Jackson, for calf meal	14				1	3	0
,,	15	Somers, veterinary surgeon	24				2	16	6
,,	,,	Strong, blacksmith	,,				4	10	7
,,	,,	Brown, wheelwright	,,				7	17	8
,,	16	Wages, as per Labour Book	16				12	15	0
,,	,,	House	19				2	0	0
,,	,,	Self	,,				1	0	0
,,	19	House, butcher's bill	,,				3	13	0
,,	,,	Hunt, for waggon	21				20	0	0
,,	20	Davis, seeds	13				1	5	0
,,	23	Wages, as per Labour Book	16				12	11	0
,,	,,	House	,,				2	10	0
,,	29	R. Overstone, rent half-year to Michs.	17				150	0	0
,,	30	Wages, as per Labour Book	16				13	4	0
,,	,,	House	,,				2	10	0
,,	31	Postages and sundries this month ..	24				0	5	0

in detail as they occur, but to save space and avoid repetition 29th Sep., 1886, as follows:—

Date.		Particulars.	Led. Folio.	£	s.	d.	£	s.	d.
1886 Sep.	29	Tillages Account, 1886 Crop, seeds, &c., bought					143	3	1
		Forward					459	16	4

(28A) DR. **[PLAN B.]**—CASH ACCOUNT,

Date.		From whom **received**, and particulars.	Led. Folio.		Amount received. £	s.	d.
1886		Forward			439	7	2
Sep.	29	Live Stock Account, bullocks sold	14		560	0	0
,,	,,	,, ,, calves sold ..	,,		42	10	0
,,	,,	,, ,, pigs sold ..	,,		80	0	0
,,	,,	,, ,, wool sold ..	,,		63	0	0
,,	,,	Dairy and Poultry Account, milk, &c., sold	15		86	4	5
,,	,,	Tillages, 1885 Crop, produce sold ..	12		1,469	1	4
					2,740	2	11
		Balance in hand			234	0	10

1885—1886. [Where no Banking Account is kept.] Cr. (28a)

Date.		To whom paid, and particulars.	Led. Folio.	£	s.	d.	Amount paid. £	s.	d.
1886		Forward					459	16	4
Sep.	29	Tillages Account, 1886 Crop, manure purchased	13				310	0	0
,,	,,	Live Stock Account, sundry purchases of animals	14				380	0	0
,,	,,	Live Stock Account, for feed ..	,,				208	17	0
,,	,,	Drain pipes purchased	22				10	12	0
,,	,,	Dairy and Poultry Account, Indian corn, &c.	15				13	6	6
,,	,,	Implements, sundry purchases ..	21				30	0	0
,,	,,	Wages, weekly, as per Labour Book	16				623	11	0
,,	,,	Household Expenses, weekly ..	19				219	6	7
,,	,,	R. *Overstone, rent to* Lady-day ..		150	0	0			
,,	,,	Less tax on £300 at 6d.	17	7	10	0	142	10	0
,,	,,	Rates, Taxes, and Insurance ..	,,				62	16	8
,,	,,	Repairs of Buildings	18				14	10	0
,,	,,	,, *Implements*	,,				10	15	0
,,	,,	Sundry Expenses	,,				20	1	0
,,	,,	Balance in hand					234	0	10
							2,740	2	11

(28B) DR. [PLAN B.]—PETTY

Date.	From whom received, and particulars.	Folio.	1 Amount received. £ s. d.
1885. Sep. 29	Balance in house	...	5 0 0
Oct. 1	R. Alton, balance of his account	23	15 0
,, 2	Cheque for wages, &c.	27	15 0 0
,, 3	Milk, eggs, &c., sold this week	15	5 0
,, 9	Cheque for wages, &c.	27	17 0 0
,, 16	Ditto ditto	,,	14 0 0
,, 17	Milk, eggs, &c., sold (2 weeks)	15	8 6
,, ,,	Poultry sold...	15	1 10 0
,, 23	Cheque for wages &c.	27	20 0 0
,, 30	Ditto ditto	,,	16 0 0
,, 31	Eggs, butter and milk sold (2 weeks)	15	15 0
			90 13 6

CASH ACCOUNT, 1885—1886. Cr. (28B)

Date.	To whom paid, and *particulars*.	2 Amount Paid.	3 Labour.	4 General Expenses.	5 House-hold Expenses.	Folio.	6 Ledger Accounts.
1885.		£ s. d.	£ s. d.	£ s. d.	£ s. d.		£ s. d.
Oct. 2	Wages, as per Labour Book .	10 13 0	10 13 0				
,, ,,	House	3 0 0	...	...	3 0 0		
,, ,,	Self	1 7 0	...	...	1 7 0		
,, 5	Smith, clipping horses ...	2 3 6	...	2 3 6			
,, 8	Baker, repairing drill... ...	15 0	...	15 0			
,, 9	Wages, as per Labour Book .	12 4 0	12 4 0				
,, ,,	House	2 0 0	...	...	2 0 0		
,, 13	Jackson, Calfmeal	1 3 0	...	...	...	14	1 3 0
,, 15	Somers, Veterinary Surgeon .	2 16 6	...	...	...	24	2 16 6
,, 16	Wages, as per Labour Book .	12 15 0	12 15 0				
,, ,,	House	2 0 0	...	...	2 0 0		
,, ,,	Self	1 0 0	...	...	1 0 0		
,, 19	House—butcher's bill... ...	3 13 0	...	...	3 13 0		
,, 20	*Davis, seeds*	1 5 0	...	...	...	13	1 5 0
,, 23	Wages, as per Labour Book .	12 11 0	12 11 0				
,, ,,	House	2 10 0	...	...	2 10 0		
,, 30	Wages, as per Labour Book .	13 4 0	13 4 0				
,, ,,	*House*	*2 10 0*	...	...	*2 10 0*		
,, 31	Postages and sundries this month	5 0	...	5 0			
	Wages this month	...	61 7 0	...	...	39	61 7 0
	GeneralExpenses this mnth.	...	...	3 3 6	...	18	3 3 6
	Household Expenses ,,	...	..	...	18 0 0	19	18 0 0
	Balance carried down ...	2 18 6	...	...	...		2 18 6
		90 13 6					90 13 6

(29) [PLAN B.]—TRANSFER

Date.	No.	Received from— Account to be credited.	Led. fol.		Amount. £	s.	d.
1886 Sep. 29	1	Live Stock— For manure supplied by them and utilised on the Farm during the year	14		130	0	0
,,	2	Tillages Account (1885 crop)— For own roots and corn consumed by Live Stock....	12		115	0	0
,,	3	Tillages Account (1885 crop)— For own corn and hay consumed by horses	12		200	0	0
,,	4	Tillages Account (1885 crop)— For own hay consumed by dairy cows	12		15	4	9
,,	5	Implements Account— For wear and tear during the year—over and above repairs and replacements, which are charged as they occur to General Expenses—10 per cent. per annum	21		23	0	0
,,	6	Tillages Account (1886 crop)— For hay sold to J. Surr	13		15	4	3
,,	7	Unexhausted Improvements— For portion of cost of drainage chargeable against this year's crop—10 per cent. on £50 17s.	22		5	1	8
,,	8	J. Suggs, owing to him for manure	24		20	0	0
					523	10	8

ENTRIES.* (29)

Date.	No.	Given to— Account to be debited.	Led. fol.		Amount. £	s.	d.
1886 Sep. 29	1	Tillages Account (1886 crop)— For manure from Live Stock, as per contra............	13		130	0	0
,,	2	Live Stock— For feed supplied from farm, as per contra............	14		115	0	0
,,	3	Tillages Account (1886 crop)— For feed for horses	13		200	0	0
,,	4	Dairy and Poultry Account— For own hay consumed by cows	15		15	4	9
,,	5	General Expenses— For wear and tear of implements, as per contra	18		23	0	0
,,	6	Sundry Drs.— For hay sold to J. Surr, and not yet paid for..........	23		15	4	3
,,	7	General Expenses— For portion of cost of drainage chargeable this year..	18		5	1	8
,,	8	Tillages Account (1886 crop)— Manure bought of J. Suggs.	13		20	0	0
					523	10	8

(30) [**PLAN B.**]—LABOUR

1 Week ending.	2 Name.	3 How employed.	4 Rate per day.	5 Wages for the Week. £	s.	d.
1885.				£	s.	d.
Oct. 2	George Mills ..	Thrashing	2/		12	0
,, ,,	William Lester ..	Ploughing	2/4		14	0
,, ,,	James Brookes ..	,, ...	2/2		13	0
,, ,,	Robert Browning..	,, ...	2/2		13	0
,, ,,	Arthur Boggis ..	Stockman	2/6		15	0
,, ,,	James Cooper ..	Hedging	2/		12	0
,, ,,	John Harris ..	Pulling Mangold	6/ per acre		15	0
,, ,,	Robert Cook ..	,, ,, ...	,,		15	0
,, ,,	Henry White ..	,, ,, ...	,,		15	0
,, ,,	John Biggs ..	Dairyman	2/4		14	0
,, ,,	James Brown ..	Foreman	3/0		18	0
,, ,,	Walter Harris ..	Brushing Hedges	2/		12	0
,, ,,	Arthur Sach ..	,, ,, ...	2/		12	0
,, ,,	H. Humphreys ..	Tieing straw at 2/3 per load	.. }	1	13	0
,, ,,	J. Humphreys ..	,, ,, ,,	.. }			
		P.C.B.	28*b*	10	13	0
,, 9	Sundry Persons ..	.. .. .. ,,	28*b*	12	4	0
,, 16	Ditto ..	.. .. .. ,,	28*b*	12	15	0
,, 23	Ditto ..	.. .. .. ,,	28*b*	12	11	0
,, 30	Ditto ..	.. .. .. ,,	28*b*	13	4	0
1886 Sep. 29	Ditto ..	.. .. .. C.B.	28	623	11	0

6 Total Wages to date.			Analysis of Wages. 7 1885 crop.			8 1886 crop.			9 Live Stock.			10 Dairy and Poultry.			11 Unexhausted Improvements.			12 General Expenses.		
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
				12	0															
							14	0												
							13	0												
							13	0												
										15	0									
																			12	0
							15	0												
							15	0												
							15	0												
													14	0						
							18	0												
							12	0												
							12	c												
			1	13	0															
10	13	0	2	5	0	6	7	0		15	0		14	0					12	0
12	4	0	3	0	0	7	3	0		15	0	1	6	0						
12	15	0	3	5	0	6	17	0		15	0	1	6	0					12	0
12	11	0	3	0	0	6	18	0	1	7	0	1	6	0						
13	4	0	3	0	0	6	18	0	1	8	0	1	6	0					12	0
623	11	0	7	0	0	494	10	0	47	0	0	20	2	0	40	5	0	14	14	0
684	18	0	21	10	0	528	13	0	52	0	0	26	0	0	40	5	0	16	10	0
			Fo.	12		Fo.	13		Fo.	14		Fo	15		Fo.	22		Fo.	18	

[**PLAN B.**]—REGISTER OF

Name of Field.	Acreage under crop.	Where stored.	Quantity Thrashed.		How
					To whom sold or how used.
			qrs.	bus.	
Long Suttons ..	18	In Field ..	72	..	Sold to Ward & Co. ..
		Estimated quantity unthrashed			On hand ..
		Total of Crop			

* An account should be kept of *each*

TILLAGES—WHEAT CROP.*

disposed of.

Date.		Quantity		Price.	Value. Used.			Sold.			Total.			Expenses at...... per acre.			Estimated Profit (or Loss).		
18		qrs.	bus.		£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
Oct.	18	72	..	40/	..	..	..	144	0	0	144	0	0	126	0	0	18	0	0
					..	..	..	..	..	..									

of the cereal crops on this form.

[**PLAN P.**]–REGISTER OF

1 Date of Purchase or Birth.		2 Number.	3 Description.	4 Of whom Bought or how Bred.	5 Price per Head.	6 First Cost.			7 What fed on.
						£	s.	d.	
April	24	5	Shorthorns	Bought of Mr. Pott	£11 10s.	57	10	0	Cake and mangold

* A similar acco

LIVE STOCK—CATTLE.*

8 Cost per week for feed.	9 No. of Weeks.	10 Cost of Feeding.			11 Wages.			12 Total Cost.			Sold.						16 Profit (or Loss) subject to Rent and General Expenses.		
											13 Date.		14 No.	15 Amount.					
		£	s.	d.	£	s.	d.	£	s.	d.				£	s.	d.	£	s.	d.
30s	16	24	0	0	4	0	0	85	10	0	Aug	16	5	90	0	0	4	10	0
On hand..		...	...	...	...	...	...	...	...	...									

should be kept of SHEEP, PIGS, &c.

[The foregoing Registers are only illustrations, and others may be added to meet special requirements. —See also Appendix to Woodman's Yearly Farm Account Book, referred to on p. 24.]

PLAN C.

INTRODUCTION.

THE DAY BOOKS.

THE CASH BOOK AND PETTY CASH BOOK.

RENT BOOK AND LABOUR BOOK.

THE LEDGER.

SET OF BOOKS ILLUSTRATING THIS PLAN.

PLAN C.

CHAPTER I.

INTRODUCTORY.

117. In this third plan for keeping farm accounts, I have aimed at completeness rather than brevity, and sketched a system of book-keeping which it would be useless to expect a small farmer to adopt.

118. But there are many large farms and estates where the proprietor will find it absolutely necessary to be methodical in recording every transaction that takes place on the estate. He will do this himself if he has the time and inclination, or he will secure the services of a clerk or bailiff to do it for him.

119. It is evident that a somewhat "rough and ready" style of book-keeping which would answer the purpose for small businesses, would be insufficient where the transactions are numerous and large.

One essential in such a case is, that a daily account be kept of everything coming in and going out of the farm or estate; or, in other words, the purchases and sales must be entered as they are made, and not left, as we have been content to do in Plan B, until the transaction is settled by a cash payment.

120. Further, it is always desirable, and sometimes absolutely necessary, to have Debtor and Creditor accounts with the persons with whom we are dealing. In small affairs this may be done by memoranda, or in an informal way, as explained in Plan B, par. 64, but a more methodical plan would be required in concerns of any magnitude.

121. In order to meet these requirements, Bought and Sold Day Books are introduced here; and this constitutes the chief point of difference between this and the previous plan.

122. I shall presume that Plan C will be adopted by those who have some previous knowledge of book-keeping, and it will not be necessary, therefore, to give such rudimentary explanations as will be found in Plan B.

Any one who has read through the second plan will, I trust, have no difficulty in following the directions given in this one, should they require the more complete method. And as the use of the Ledger and the accounts in it has been explained in the former part, I will depart from the order adopted there, and deal first with the books which record the daily transactions, commencing with the Bought and Sold Day Books.

123. The following is a list of the books to be used:—

(1.) Bought Day Book.
(2.) Sold Day Book.
(3.) Cash Book.
(4.) Petty Cash Book.
(5.) Rent Book.
(6.) Labour Book.
(7.) Ledger.
(8.) Registers of Tillages and Live Stock.

And the examples to illustrate this plan will be found on pp. 107—160.

CHAPTER II.

THE DAY BOOKS.

124. The Bought Day Book.—This book will contain an account of each day's purchases, and of other items which, though not actual purchases of commodi-

ties, are sums to be allowed to individuals for services rendered by them, and, like purchases, form a charge against the farm.

125. Each one of the "purchases" must be posted to the credit of the person who has supplied the article or the work. This is done by posting the amount entered in column No. 1 to the credit of the person from whom bought, and entering the folio in the folio column here, and also the Day Book folio against the Ledger posting.

126. But for the amount of every credit thus given some other account must be debited, as it either adds to the value of one of the Stock accounts, or is an expense to be charged to Profit and Loss. This is on the well-known principle of "Double Entry," that "every transaction affects two parties, the party giving and the party receiving."

127. Now, to post every entry twice would involve a great expenditure of time and trouble, to lessen which what is called the columnar system has been adopted here. Headings are provided for each division of expenditure which it is desirable to keep distinct, and the entries in the first money column will be found, each carried out into its proper column, to be posted in **one** total at the end of the year.

128. Thus, every expense directly connected with the cost of realisation of the 1885 crop just got in will be charged in column 2. All purchases of seed, manure, and other costs of Tillages will be entered in column 3, including cost of feeding horses. The first cost of animals purchased will be entered in columns 4 to 7, leaving the feeding stuffs to be carried to a separate column (No. 8).

129. Items which do not represent value are entered in column 9, under the head of General Expenses. Some accounts may have to be divided, as on December 31 in our example where in a bricklayer's account, it was found that £50 of it represented new buildings, and £5 10s. 3d. had

gone in repairs. The same discretion must be exercised with regard to items going into column 10.

Only new implements should be charged to this account, and the cost of repairing old ones carried to General Expenses.

130. Of the remaining two columns, No. 11 is left blank, to provide for any other special purchases which may occur during the year, such as the purchase of building materials; and in No. 12 are entered "Sundries," consisting of items not numerous enough to have a special heading. A summary of these "Sundries" is made at the end of the year at the foot of the column, and from thence posted to the debit of the proper Ledger accounts.

131. In the example, I have only given the daily record of the first six months, and summarised the remainder to avoid repetition.

132. The last two items, entitled "**Transfer Entries,**" differ from the previous ones in that they are not purchases from any outsider, but merely adjusting entries between different accounts in the farm Ledger.

133. The first item relates to feeding stuffs supplied from and consumed on the farm. These feeding stuffs have clearly been supplied from the 1885 crop, and consumed by the horses, cows, and general live stock on the farm; therefore the former must be credited just as if the stuff had been sold, and the latter must be debited just as they would have been if the food had been purchased.

134. The produce thus consumed is estimated here at £250, of which £100 is charged (by means of the Analysis columns) to 1886 crop, being for corn, &c., consumed by horses engaged in the cultivation of the crop; £30 is charged to Dairy and Poultry account, representing the value consumed by cows, &c.; and £120 is carried, with the other feeding stuffs purchased, to the debit of General Live Stock account.

The total £250 must not be posted to the Ledger, but carried as a contra to the Sales Day Book, where the same amount will be found entered in the column "1885 Crop," and will be posted to the credit of that account in the yearly total.

135. The second transfer entry is for manure supplied from the farm. Two accounts are clearly affected here—(1) The crop for the year which is enriched by the manure; and (2) The Live Stock which has been charged with the food from which the manure is obtained, and therefore must be credited with the value of the manure supplied.

136. Both this entry and the previous one will in practice be more conveniently made at intervals during the year, when the corn is thrashed and the manure is carted. They are only inserted here in order that these important matters may not be overlooked.

137. At the close of the year, when every invoice has been duly entered, every item of indebtedness brought into account, and all the transfer entries made, the total of each column must be cast up, and, if correct, they will agree, when added across, with the total of column No. 1.

The totals of columns Nos. 2 to 12 must then be posted to the debit of the accounts having corresponding headings in the Ledger; the Ledger folios being filled in under each amount, and the Day Book folios placed against each Ledger posting, as shown in our example.

138. The Sold Day Book.—This is on exactly the same principle as the Bought Day Book, which we have just been looking at, and therefore will not need much explanation.

139. Everything going out of the farm must be entered here at the time, giving date, to whom sold, and amount to be paid, this last to be entered in the first money column. In addition to actual stock and produce sold, we shall find

entered here all amounts to be charged to persons with whom we are dealing, such as, for instance—

Dec. 1st. Interest on bill due 4th March to be charged to W. Hicks.

„ 25th. Rents due as per Rent-Book, to be charged to the tenants' accounts in that Book.

140. The Cash Sales, if numerous, will in practice be entered first in a separate book, and carried into the Sold Day Book at the end of the week or month, as may be most convenient.

141. The Transfer Entries at the close have already been referred to in treating of the Bought Day Book (pars. 132—136). The entries here are simply the contra to those in the Bought Day Book. The value of feeding-stuffs is carried into the column "1885 Crop," because that account must have credit for the whole amount supplied. The value of manure from farm is carried into the "Sundries" column, in order to post it to the credit of General Live Stock account, for which there is no heading here.

142. When everything is charged up at the end of the year, and the transfer entries completed, the columns must be added up and agreed with the total column, and the totals of columns 2 to 11 posted to the debit of the corresponding accounts in the Ledger.

CHAPTER III.

THE CASH BOOK AND PETTY CASH BOOK.

143. THESE are the same as in Plan B (pars. 73—96). The Cash Book being used for entering all receipts and payments which pass through the bank, and the Petty Cash Book for cash which does not pass through the bank.

144. The former, therefore, should be a counterpart of

the Pass Book, containing as well information which the Pass Book does not give. The Petty Cash Book gives the account of small receipts and of money drawn from the bank, with payments made thereout. An example of the working of the Cash Book is given for the first six months, and of the Petty Cash Book for one month; the entries for the remaining months have been summarised to complete the year's accounts.

145. As I have already pointed out in dealing with Plan B (par. 77), it is most desirable to let the bank keep your cash as far as possible, and so relieve yourself of the risk consequent upon leaving it in other hands, the Pass Book is then a ready voucher that your money has been placed in safe custody. Payment by cheque is almost universally adopted as the best way of transmitting money, and it has the great advantage of affording evidence in itself of the transaction. This, where vouchers are difficult to obtain, is very desirable.

146. But in order to obtain the full advantage of the banking system, the cash which passes through the bank must be kept separate from that which does not, for if the two be mixed it will be very difficult to agree the Cash and Bank Books, and thus the value of the Pass Book as a check will in a great measure be lost.

147. The old-fashioned plan was to post to an account in the Ledger the moneys paid in and drawn out of the bank; but as this involved the unnecessary multiplication of entries the simpler plan has generally been adopted of keeping a distinct account, either by separate columns or separate books, of the cash which does not pass through the bank, thus the general cash account becomes in reality an account with the bankers of moneys received and paid by them.

148. Enter, then, in the first column of the **Cash Book** (p. 116), on the debtor side, the receipts as the money comes to hand, pay in the full amount to the bank as often

as convenient, entering the total of the paying in slip second money column. The total of the two co should then agree, and it is well to see that they do before paying in the money; this will enable you to de an error which, afterwards, when the cheques or coin h left your hands, you would be unable to trace.

149. If any money is required for small payments t Petty Cash account must be resorted to, and, in all case the amount entered in the Cash Book paid in intact. (See also par. 81, Plan B.)

150. The **payments** by cheque need not be entered in the Cash Book day by day, but sufficient particulars must be noted on the counterfoil of the cheques, and then, at stated periods, say once a week, they should be entered in the Cash Book, as shown in our example (p. 24).

151. The amounts are entered in the outer column, the inner being only used where it is required to show how the amount of any one cheque is made up, such as on October 16th, where the cheque, £22, is divided, and posted to two different Ledger accounts.

152. The Cash Book should be compared with the Pass Book at regular intervals, and the two made to agree, as hown in Plan B, par. 88.

The totals should be made in ink at the foot of each page, t the balance should not be entered in ink until the end the year, when it is filled in on the side which is ient—making the total on either side the same—and d forward on the opposite side to commence the next

The **Petty Cash Book,** although **petty** in name, means insignificant, and it is a book that an auditor levote special attention to. It should be very caret, for if a mistake occurs in entering the cash there same opportunity of discovering it as there i Book. The use of the columns ha

in Plan B, pars. 94—96, and I beg my reader kindly to turn there should he require to refresh his memory.

CHAPTER IV.

RENT BOOK AND LABOUR BOOK.

154. Rent Book.—This book will not, as a rule, be required by tenant farmers, but something of the kind is needed by estate owners. The form given (pp. 122, 123) does not claim any novelty, but is believed to be a useful one, and is added here to make the set of books complete. The Rent Book shows the state of each tenant's account in a tabular form, and also furnishes totals of rents due, allowances deducted, cash received, and balances owing.

155. A little attention to the example given will enable any one to whom this is new to make use of such a book. The rental is made up at the close of each quarter. The yearly value being stated in column No. 1, the amount of any arrears is entered in No. 2, the rent for the quarter in No. 3, and the total amount due in No. 4. If there are no deductions this is the amount which should be paid in cash, and when received is entered in the Cash Book, and posted here in column No. 7, with the date and folio against it. If only a portion of the amount due is paid the balance is entered in column No. 8, and carried forward to the commencement of the next quarter.

156. It then only remains to complete the double entry, that is, to give Profit and Loss account credit for the quarter's rents. This is done through the Day Book by entering the quarter's rents in the Sold Day Book, filling in the Day Book folio in the Rent Book, and the Rent Book folio in the Day Book, the amount is then extended in the Day Book under the head of "Rents Receivable," and

carried to the credit of Profit and Loss in one sum at the end of the year. Similarly the deductions are entered in the Bought Day Book, and through it charged up at the end of the year, the Income Tax allowed being carried to the "Rates, Taxes, &c." account, and the other allowances to "General Expenses." Thus the Rent Book contributes its share to the Profit and Loss of the year.

157. Labour Book.—The form given here (pp. 124, 125) is the same in principle as that in Plan B (pp. 80, 81), there being only a slight alteration in the headings of the columns, and, therefore, to avoid repetition, I will refer my reader, for an explanation of the use of the columns, to paragraphs 108 to 113.

158. I will only add here that the larger the outlay in wages the more necessary is it that we should ascertain how the labour is applied; that is to say, in what proportion each department of the farm has contributed to the total cost of labour. For, in order to discover what return is got from each department, we must be able to apportion the wages between them.

159. To do this with anything approaching correctness the division must be made from week to week, and, if done then, there need be no difficulty about it; and any extra trouble it may entail will be compensated for by the additional light thrown upon the year's results.

160. I have given an example of one week's Wage List and its division amongst the various departments; the remaining weeks are summarised to complete the year, and the totals of columns 7 to 12 are posted to the debit of accounts corresponding to the headings of these columns.

CHAPTER V.

LEDGER.

161. For those for whom I am now writing, viz., those who have some acquaintance with book-keeping, it will not be necessary to enter into a long explanation of the use of the Ledger.

I will confine myself, therefore, to explaining wherein the arrrangement of accounts, here, differs from that adopted in Plan B, and to dealing with any particular accounts which are likely to present difficulties.

162. It will be seen by reference to the Index (p. 127) that the accounts here are much more numerous than in Plan B. The reason is that personal accounts have been opened with each of the parties with whom we are dealing, which was not the case in the last plan, the cash transactions only being dealt with there, and the entries posted direct to the account of Capital, or Income and Expenditure, to which they referred. We have also here a Bills Receivable account to illustrate the treatment of bills in the books, and the Live Stock account is divided under the heads of Cattle, Sheep, and Pigs.

163. The Farm is supposed to be owned by the Farmer, and, therefore, the charge for rent is omitted; and it should be borne in mind, in reviewing the Profit and Loss account, that neither rental value nor interest on the proprietor's capital are brought into the account.

164. As I have before stated a valuation must be made of everything on the farm on commencing to keep your books on this system. The valuation must be supplemented by lists of debts owing to and by the farm, and the cash balances at bank and in house must be ascertained. We then have the materials for making a Balance Sheet, which

is the starting point. The commencing Balance Sheet will be found on pp. 128, 129.

165. All the Assets (see par. 39) of the farm are enumerated on the right-hand page and all the Liabilities on the left; the difference between the two sides (if the Assets exceed the Liabilities) is then the Capital. The amount here is £2,544 4s. 9d., which is filled in on the left-hand side, and the totals of the two columns agree.

166. Each item in the Balance Sheet must be entered as a commencing balance in its proper account in the Ledger. Assets will be Debit balances, and Liabilities will be Credit balances. The folio of the Ledger account should be placed against the item in the Balance Sheet. This is more fully explained in Plan B (pars. 39—42).

167. Throughout the Ledger it will be observed that every item has a folio against it, and this should always be maintained in practice, for, by this means, every entry can readily be traced. If the folios are filled in at the time the postings are made it also prevents an entry being made twice, and ensures that every debit has its corresponding credit.

168. We may pass over with very slight notice the personal accounts numbered 31—54 as they do not seem to require explanation.

The transactions are posted up from the Day Books, the entries in the Bought Day Book being **credits** in these accounts, and those in the Sold Day Book **debits.** The cash is also posted up from the Cash Books, payments going to the **debit** side in the Ledger and receipts to the **credit.** (See par. 35 for the rule as to this.)

169. Bills Receivable account (No. 55) will require a little attention.

The treatment of these bills was purposely excluded from Plan B, but an example is introduced here in order that the farmer may know how to deal with them in the books when they come into his hands.

170. You will see, from the Balance Sheet, that there was a bill in hand on 29th September, 1885, amounting to £67 14s., which was placed at the debit of Bills Receivable to be accounted for there. On presentation at the due date this bill was not paid by the acceptor, and it is therefore entered on the credit side here and transferred to the debit of the acceptor's account, a composition of 10s. in the £ being ultimately paid in respect of it.

171. No bill should remain charged to the Bills Receivable account after it has ceased to be "current," that is, after the date at which it became due. It should be transferred to the account of the acceptor if unpaid at maturity, as in the case cited above; if paid, the cash must be posted against it here.

172. This is the case with the next bill. W. Hicks gives, in settlement of his account, his acceptance at three months, due 4th March, being charged £2 5s. for the accommodation. This bill (£178 19s. 9d.) is, therefore, placed to the credit of W. Hicks and to the debit of Bills Receivable account. It may then be discounted by the bankers or retained until the date it becomes due for payment; in either case the cash, when received, must be posted to the credit of the Bills Receivable account, and, as far as that account is concerned, the transaction is closed.

173. Bills which are discounted, but not paid at maturity, should be charged to the account of the acceptor or person from whom received.

174. Bills Receivable, as the name implies, are bills which are receivable by **you.** Bills Payable are payable by **you.** I have not given examples of the latter because they are not likely to occur in this class of accounts, but when they do occur they are to be treated in a similar way. The person to whom you give your acceptance must be charged with the amount of the bill when given, and an ac-

count entitled "Bills Payable Account" credited with the same. The cash, when paid to meet the bill, should be posted to the Bills Payable Account, and the transaction is thus closed.

175. The balance on the Bills Receivable account at any time will then be an asset, and that on the Bills Payable account a liability, and, as such, appear in the Balance Sheet.

176. The **Horses and Live Stock accounts** (Nos. 56—60) will be found all on the same plan, which is to charge them with the amount of the valuation at the beginning of the year, and additions to the stock by purchase during the year, crediting them on the other side with the value of the animals and produce sold, and the valuation at the end of the year. The difference between the two sides, if the credit side be greater, will be the gross profit.

177. This, in the case of the Horses account, is carried to the Profit and Loss account, being the gross profit obtained from breeding.

The balances from the accounts of Cattle, Sheep, and Pigs are carried to a General Live Stock account, No. 61. There the value of manure brought from the Day Book is added, and, the cost of feeding and wages for tending being charged on the other side, the balance is carried to Profit and Loss account. The balance of the Dairy and Poultry account (No. 60) is also carried to Profit and Loss, showing the gross profit in that department.

178. Tillages accounts, 1885 and 1886 Crops (No. 62 and 63) *are similar to those in Plan B, referred to in paragraphs* 46—48.

I do not think any difficulty will arise in keeping each year's crop distinct, and it has the great advantage of enabling the farmer to note the effect of any changes he may make in the method of cultivation.

179. In our example the 1885 crop was valued at

£1,810 16s. 5d.; but it was found, after paying for thrashing, carting, &c., that it realised £348 13s. 4d. in excess of that sum, which is accordingly carried to the credit of Profit and Loss.

180. I have spoken elsewhere (pars. 39, 48) of the necessity—which will be recognised by every practical farmer—of making the valuation at such a price as will probably leave a profit on realisation. The valuation of the 1886 crop has been set down at £1,760; anything realised in excess of this would go to swell the profit of the next year.

181. Timber account (No. 64) only takes account of timber cut and sold, and does not deal with the value of the timber on the estate.

182. Implements account (No. 65).—Here the implements are taken at cost price, less a depreciation of 10 per cent. per annum on the amount at which they stood at the beginning of the year.

The cost of all repairs is charged to General Expenses, only the cost of new articles being posted here. The value shown by this account may be tested every few years by a valuation of the dead stock.

183. The next two accounts, **Outlay on Buildings** and **Unexhausted Improvements** (Nos. 66 and 67), represent improvements, the cost of which must be spread over a series of years, and therefore a charge, of 5 per cent. in one case and 10 per cent. in the other, is made against the profits of the year.

184. The farm expenses are divided under two accounts: **Rates, Taxes, and Insurance** (No. 68), and **General Expenses** (No. 69).

Where the expenses are heavy it may be necessary to divide the "General Expenses" under several heads; but as it is not desirable to multiply accounts, I have left them in our example under one heading. Most of the entries in

these two accounts are posted from the Cash Book and Petty Cash Book, but in some cases, where credit has to be given in personal accounts, the entries have been passed through the Day Book. A reference by the folios given will make this clear.

185. Household Expenses (No. 70) are payments on account of the proprietor's private account, and must not be charged against the Profit and Loss of the year. They are carried to the debit of John Ball's account as so much money withdrawn by him. A separate Cash account should be kept for the house, and all small payments made out of it; but anything which has been paid through the farm Cash account, as, for instance, part of a tradesmen's bill chargeable to House account, may be entered in the Petty Cash Book, either in column 5 or 6, and so charged up to this account.

186. The **Profit and Loss account** (No. 71) will be found fully treated of in Plan B, pars. 65—68, so that it would be only tedious to my reader to enlarge upon it here. The items appearing in it are simply transfers from the accounts named, the credit side representing income and the debit expenditure; the surplus of the former being carried to the credit of the Capital account as the net profit for the year. (See also par. 163.)

187. The **Capital account** (No. 72) gives the amount of working capital invested in the farm, but does not take any account of the value of land and buildings.

It starts with the amount of capital at the beginning of the year, which is reduced by the Household Expenses during the year, but added to again by the net Profits brought from the Profit and Loss account at the end of the year.

The result will be found to agree with the figures shown in the Balance Sheet, and is the surplus of Assets over Liabilities.

Closing the Books.

188. The various steps for closing the books may be traced as follows :—

At the end of the year the first and most important thing is the valuation (pp. 158, 159), which should be made as soon as possible after the quarter-day. Having completed this statement, and entered it on the proper form at the end of the Ledger, the Crop and Live Stock accounts must be credited with the amounts at which they are valued, these amounts being carried forward to the debit of the next year's accounts.

189. Care should be taken to see that everything is posted up from the Day Books and from the Cash Books.

The Cash Books should be balanced, the amount in hand being agreed with the Bank Book (see par. 88), and with the actual coin in hand. The book-keeper should then go through the Ledger, and carry off by a transfer to Profit and Loss everything representing profit or loss. The remaining balances will then be entered in the Balance Sheet, each one of them being an Asset or Liability.

Further information as to the **Balance Sheet** will be found in pars. 18, 19, 24, 69—71.

190. It is found desirable in practice, however, to test the correctness of the postings before transferring the balance of Profit and Loss to Capital account.

191. In order to do this, take out a list of the balances in two columns—debits in the left and credits in the right-hand column—in the order in which the accounts come in the Ledger, not forgetting to add the cash balances from the Cash Books and the rents owing from the Rent Book. If everything is correct, the totals of the debit and credit balances should then agree, and the Profit and Loss account may then be closed by transfer to Capital account, and the Balance Sheet drawn up in proper form. If the two

columns do not agree, the difference should be ascertained, and the errors discovered and corrected.

192. I have no more to add here but to express the hope that this plan of accounts may be of service to those who have already devoted some attention to Farm Accounts, and who are seeking a practical and efficient system.

103. The former part of the book will, I trust, be useful to farmers who are not acquainted with book-keeping, and may enable them to gain information about their affairs which will be of advantage to them.

PLAN C.

SET OF BOOKS.

	PAGES
1. BOUGHT DAY BOOK	107—111
2. SOLD DAY BOOK	112—115
3. CASH BOOK	116—119
4. PETTY CASH BOOK	120—121
5. RENT BOOK	122—123
6. LABOUR BOOK	124—125
7. LEDGER	127—159
8. REGISTERS OF TILLAGES AND LIVE STOCK	160

Date.		Of whom bought (or to whom allowed) and particulars.	Ledger Folio.	1 Posting Amount. £	s.	d.	2 1885 Crop. £	s.	d.	3 1886 Crop. £	s.	d.
1885 Oct.	6	R. Biggs, 4½ qrs. of oats for seed ...	34	5	17	0				5	17	0
,,	14	S. Frost, 5 qrs. winter beans	39	8	15	6						
,,	16	J. Blandford, 3 calves	35	7	10	0						
,,	20	W. Hicks, coal for thrashing machine ...	44	3	8	0	3	8	0			
,,	21	Furrin, rick cloths	40	2	12	6						
Nov.	2	J. Giffen, 15 bullocks	41	153	15	3						
,,	4	G. Smithers, 7 qrs. of wheat for seed ...	51	14	10	6				14	10	6
,,	16	J. Blandford, 2 sows	35	6	5	0						
Dec.	6	J. Giffen, 10 beasts	41	112	10	0						
,,	7	S. Frost, 8 tons of cake	39	75	16	0						
,,	10	W. Banyard, fish for manure	33	34	9	3				34	9	3
,,	26	W. Pearse, veterinary surgeon, his acct.	50	2	15	0						
,,	,,	W. Hicks, 1 ton of coal for engine ...	44	1	0	0	1	0	0			
,,	27	J. Blandford, 4 calves	35	10	0	0						
,,	31	E. Clutton, hire of thrashing machine ...	36	25	0	0	25	0	0			
,,	,,	J. Strong, blacksmith, his account ...	52	8	0	0						
,,	,,	Horne, bricklayer ,, ...	46	55	10	3						
,,	,,	Hanson, miller, for grinding meal ...	43	16	0	0						
,,	,,	Cooling, harness maker, his account ...	38	10	16	5						
,,	,,	Ann Ball, 1 quarter's interest on loan ... ... £20 0 0 Less tax 0 10 0	32	19	10	0						
1886 Jan.	20	E. Cook, waggon, and sundry implements	37	42	15	0						
,,	26	G. Way, feed for sheep	53	18	14	0						
,,	31	R. Browning, allowed off rent	28		13	0						
Feb.	1	S. Frost, 5 tons of cake	39	45	17	0						
,,	15	J. Blandford, 20 sheep	35	52	10	0						
Mar.	4	Little & Co., 20 qrs. of oats for horses ...	49	17	10	0				17	10	0
,,	,,	Geo. Way, 18 qrs. of barley for sowing...	53	26	5	0				26	5	0
		Carried forward ...	...	778	4	8	29	8	0	98	11	9

DAY BOOK.

4 Cattle. £ s. d.	5 Sheep. £ s. d.	6 Pigs. £ s. d.	7 Dairy and Poultry. £ s. d.	8 Food for Live Stock. £ s. d.	9 General Expenses £ s. d.	10 Implements. £ s. d.	11 £ s. d.	12 Sundries. £ s.
				8 15 6				
7 10 0								
					2 12 6			
153 15 3								
		6 5 0						
112 10 0								
				75 16 0				
					2 15 0			
10 0 0								
					8 0 0			
					5 10 3		new bldngs.	50 0 0
				16 0 0				
				—	10 16 5			
							interest.	19 10 0
						42 15 0		
				18 14 0				
					13 0			
				45 17 0				
	52 10 0							
15 3	52 10 0	6 5 0		165 2 6	30 7 2	42 15 0		69 10 0

(21) **[PLAN C.]**—BOUGHT

Date.		Of whom bought (or to whom allowed) and particulars.	Ledger Folio.	1 Posting Amount. £	s.	d.	2 1885 Crop. £	s.	d.	3 1886 Crop. £	s.	d.
		Forward		778	4	8	29	8	0	98	11	9
1886 Mar.	12	W. Gray, 2 milch cows	42*	45	0	0						
,,	16	W. Banyard, guano, as per invoice...	33	84	7	6				84	7	6
,,	25	Income Tax, *allowed to tenants* ...	28	3	4	0						
,,	,,	Repairs, allowed to J. Saunders ...	28	2	5	0						
,,	,,	Ann Ball, interest one quarter to date, less tax	32	19	10	0						
Sept.	29	Sundry purchases during the six *months ending this date** ... *C.B.*	25	665	0	0				100	0	0
,,	,,	J. Strong, *blacksmith, his account rendered*	52	6	5	0						
,,	,,	E. Cook, wheelwright, repairs ...	37	10	4	0						
,,	,,	J. Giffen, 5 beasts	41	53	5	6						
,,	,,	C. Furrin, rick cloths, &c.	40	9	17	6						
,,	,,	W. Horne, bricklayer, repairs ...	46	16	15	0						
,,	,,	W. Banyard, *manure*	33	42	14	6				42	14	6
,,	,,	Ann Ball, two quarters' interest to Michaelmas	32	39	0	0						
		TRANSFER ENTRIES.	S'DB.									
,,	,,	1885 Crop, feeding stuffs supplied from farm	23	250	0	0				100	0	
,,	,,	Live Stock *Account, farm manure supplied to land, say, 800 loads at 4s. per load*	23	160	0	0				160	0	0
				2,185	12	8	29	8	0	585	13	9
							Fol. 62			Fol. 63		

* The particulars of these are not given, sufficient examples having already been furnished, but, in practice, these entries must be made from day to day as the transactions occur.

4 Cattle.	5 Sheep.	6 Pigs.	7 Dairy and Poultry.	8 Food for Live Stock.	9 General Expenses.	10 Implements.	11	12 Sundries.
£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
283 15 3	52 10 0	6 5 0		165 2 6	30 7 2	42 15 0		69 10 0
			45 0 0					
								3 4 0
					2 5 0			
							Interest	19 10 0
75 0 0	25 0 0	20 0 0		380 0 0	30 0 0	35 0 0		
					6 5 0			
					10 4 0			
53 5 6								
					9 17 6			
					16 15 0			
							Interest	39 0 0
			30 0 0	120 0 0				
412 0 9	77 10 0	26 5 0	75 0 0	665 2 6	105 13 8	77 15 0		131 4 0
Fol. 57	Fol. 58	Fol. 59	Fol. 60	Fol. 61	Fol. 69	Fol. 65		

		£	s.	d.
Fol. 66	Buildings	50	0	0
„ 71	Interest.........	78	0	0
„ 68	Income Tax	3	4	0
		131	4	0

Date.		To whom sold (or charged), and particulars.	Ledger Folio.	1 Posting Amount. £	s.	d.	2 1885 Crop. £	s.	d.
1886		Forward		1,724	18	0	1,191	5	9
Mar.	14	Little & Co., 70 loads of *straw*	49	105	6	4	105	6	4
,,	26	Rents due this day, *as per* Rent Book ...	28	28	15	0			
,,	30	Little & Co., 70 loads of straw	49	107	5	8	107	5	8
,,	31	Cash sales from dairy *this month*... ...	54	5	2	8			
Sep.	29	Sundry sales for the *six* months to date*	25	1,837	0	0	580	0	0
,,	,,	Cash sales for the six months to date ...	54	55	0	0			
,,	,,	Rent accounts, *Michaelmas* and Midsummer rents	28	64	0	0			
,,	,,	R. Alton, hay and clover	31	25	12	4			
,,	,,	W. Hicks, 50 qrs. of barley	44	80	10	6			
,,	,,	Geo. King, 10 pigs	48	13	16	0			
,,	,,	S. Frost, 6 loads of hay	39	15	12	0			
		TRANSFER ENTRIES.							
,,	,,	1886 Crop, corn for horses supplied from farm... ... ...£100 0 0	B.D.B.						
,,	,,	Dairy and Poultry *account*, feeding stuffs supplied from farm 30 0 0							
,,	,,	Live Stock account, do. do. 120 0 0	21	250	0	0	250	0	0
,,	,,	1886 Crop, value of manure from yards, say 800 loads at 4/- per load	21	160	0	0			
				4,472	18	6	2,233 Fo.	17 62	9

* The particulars of these are not given, sufficient examples having been already furnished; but in practice these entries must be made from day to day, as the transactions occur.

3 1886 Crop. £ s. d.	4 Cattle. £ s. d.	5 Sheep. £ s. d.	6 Pigs. £ s. d.	7 Dairy and Poultry. £ s. d.	8 Timber, &c. £ s. d.	9 Rents Receivable. £ s. d.	10 £ s. d.	11 Sundries. £ s. d.
	210 10 0	80 7 0	79 0 4	23 4 11	76 5 0	32 0 0		32 5 0
						28 15 0		
				5 2 8				
100 0 0	600 0 0	400 0 0	80 0 0	27 0 0	50 0 0			
				55 0 0				
						64 0 0		
25 12 4								
80 10 6								
			13 16 0					
15 12 0								
								160 0 0
[illegible]21 14 10	810 10 0	480 7 0	172 16 4	110 7 7	126 5 0	124 15 0		192 5 0
[illegible]o 63	Fo 57	Fo 58	Fo 59	Fo 60	Fo 64	Fo 71		

		£	s.	d.
Fol. 61	Live Stock A/c for manure	160	0	0
56	Colt sold	30	0	0
71	Interest, Hicks...	2	5	0
		192	5	0

(24) Dr. **[PLAN C.]**—CASH ACCOUNT

Date.		From whom Received, and particulars.	Led. folio.	Amount received. £	s.	d.	Amount paid to Bank. £	s.	d.
1885.									
Sep.	29	To Balance	30	246	17	6	246	17	6
Oct.	5	To Geo. King, for pigs ..	48	38	0	0	38	0	0
,,	15	To W. Higgins, balance of account	45	8	6	10	8	6	10
,,	16	To Sundry Rent Accounts received	28	19	10	0			
,,	20	To R. Alton, balance of account	31	10	16	0	30	6	0
Nov.	6	To W. Hicks, ditto ..	44	191	11	6	191	11	6
,,	,,	To R. Briggs, for wheat ..	34	10	7	6	10	7	6
,,	10	To W. Hicks, ditto ..	44	124	9	0	124	9	0
Dec.	1	To W. Hicks, on account of wheat delivered this day..	44	100	0	0			
,,	12	To G. Way, for beans.. ..	53	16	5	0			
,,	15	To W. Higgins, composition of 10/- in the £	45	33	17	0	150	2	0
,,	28	To George King, for pigs ..	48	44	12	4	44	12	4
1886.									
Jan.	15	To W. Hicks, balance of account	44	75	19	0			
,,	15	To J. Giffen, bullock sold ..	41	30	0	0			
,,	,,	To Hudson & Co., timber sold	47	56	10	0	162	9	0
		Forward		1,007	1	8	1,007	1	8

1885 TO 1886. CR. (4)

Date.		To whom Paid, and particulars.	Led. folio.	£	s.	d.	Amount paid by Bank. £	s.	d.
1885.									
Oct.	2	By Petty Cash	27				13	0	0
,,	5	By Household Expenses ..	70				10	0	0
,,	8	By R. Biggs, for oats	34				5	17	0
,,	9	By Petty Cash	27				15	0	0
,,	10	By Queen Fire Insurance Office, premium	68				15	16	0
,,	15	By J. Strong, his account rendered	52				7	7	2
,,	,,	By E. Cook, his account rendered	37				16	4	6
,,	,,	By G. Smithers, on account..	51				20	0	0
,,	16	By Petty Cash	27	10	0	0			
,,	,,	By Household Expenses ..	70	12	0	0			
							22	0	0
,,	20	By J. Cooling, his account to Michaelmas	38				12	6	7
,,	23	By Petty Cash	27				20	0	0
,,	30	By Ditto..	27				15	0	0
Nov.	1	By Chas. Furrin, rick cloths .	40				2	12	6
,,	,,	By A. Thorne, poor and highway rates	68				28	19	6
,,	4	By Rev. Henry Hewlett, tithe	68				35	5	3
	5	By J. Giffen, balance of account	41				73	8	3
,,	21	By J. Blandford, 2 sows ..	35				6	5	0
	25	By G. Smithers, balance of account	51				22	5	6
,,	30	By Petty Cash	27				40	0	0
,,	,,	By Household Expenses this month..	70				35	0	0
Dec.	12	By J. Giffen, for beasts ..	41				112	10	0
,,	15	By W. Banyard, fish	33				34	9	3
,,	29	By S. Frost, on account ..	39				50	0	0
,,	30	By J. Blandford, balance of account for calves.. ..	35				6	5	0
,,	31	By Petty Cash	27				35	0	0
,,	,,	By Household Expenses ..	70				25	0	0
1886									
Jan.	10	By E. Clutton, hire of machine	36				25	0	0
,,	,,	By W. Horne, bricklayer ..	46				55	10	3
,,	16	By W. Pearse, veterinary surgeon	50				8	10	6
		Forward					768	12	3

Date.		From whom Received, and particulars.	Led. folio.	Amount received. £	s.	d.	Amount paid to Bank. £	s.	d.
1886.		Forward		1,007	1	8	1,007	1	8
Jan.	21	To Rent Accounts, Saunders.	28	25	0	0			
,,	31	To Ditto Sundries.	28	18	17	0			
Feb.	5	To Little & Co., on account..	49	100	0	0	143	17	0
,,	6	To J. Blandford, colt sold ..	35	30	0	0			
Mar.	3	To J. Giffen, beasts sold ..	41	123	0	0			
,,	4	To J. Blandford, beasts sold..	35	57	10	0	210	10	0
,,	4	To Bills Receivable, W. Hicks' account due this day ..	55	178	19	9	178	19	9
,,	10	To W. Hicks, on account ..	44	150	0	0			
,,	12	To G. Way, balance of account	53	148	5	0			
,,	15	To Little & Co., ditto	49	97	18	4	396	3	4
,,	25	To W. Hicks, ditto	44	28	0	0			
,,	31	To Little & Co., straw ..	49	107	5	8	135	5	8

Sufficient examples having been given, the remaining as follows :—

Sep.	29	To Rent Accounts, Lady-day rents paid in April ..	28	22	7	6	22	7	6
,,	,,	To Ditto, Midsummer rents paid in July	28	32	18	6	32	18	6
,,	,,	To Sundry Sales as per Day Book, 6 months to date ..	23	1,837	0	0	1,837	0	0
				3,964	3	5	3,964	3	5
,,	,,	To Balance, brought down ..		646	16	10	646	16	10

Date.		To whom Paid, and particulars.	Led. folio.	£	s.	d.	Amount paid by Bank. £	s.	d.
1886.									
		Forward					768	12	3
Jan.	16	By Ann Ball, Six Months' Interest at 4 per cent. per annum		40	0	0			
		Less Income Tax		1	0	0			
			32				39	0	0
,,	18	By R. Hanson, Miller ..	43				16	0	0
,,	25	By J. Cooling, his account to							
,,	26	31st Dec.	38				10	16	5
	,,	By James Strong, blacksmith	52				8	0	0
,,	30	By Income Tax, year ending 5th April, 1886	68				22	4	10
,,	31	By Household Expenses ..	70				26	0	0
	,,	By Petty Cash	27				45	0	0
	,,	By Household Expenses, school bill	70				64	10	0
Feb.	12	By E. Cook, to balance acct...	37				23	0	0
,,	14	By S. Frost, ditto	39				70	3	6
,,	17	By J. Blandford, for sheep ..	35				52	10	0
,,	28	By Petty Cash	27				40	0	0
,,	,,	By Household Expenses ..	70				22	0	0
Mar.	3	By A. Thorne, poor rates ..	68				14	9	7
,,	13	By W. Gray, for two cows ..	42				45	0	0
,,	30	By W. Banyard, guano ..	33				84	7	6
,,	31	By Petty Cash	27				45	0	0
,,	31	By Household Expenses ..	70				23	0	0

entries to complete the year are summarised

Date.		To whom Paid, and particulars.	Led. folio.	£	s.	d.	Amount paid by Bank. £	s.	d.
Sep.	29	By Rates, Taxes and Insurance	68				76	2	6
,,	,,	By Household Expenses ..	70				500	0	0
,,	,,	By Petty Cash	27				617	10	0
,,	,,	By Ann Ball, half-year's Interest (paid her July 3rd) less tax	32				39	0	0
,,	,,	By Sundry Purchases as per Day Book, 6 months to date	21				665	0	0
,,	,,	By Balance, carried down ..					646	16	10
							3,964	3	5

(27) Dr. [PLAN C.]—PETTY

Date.		From whom Received, and particulars.	Folio.	Amount Received. £	s.	d.
1885						
Sep.	29	To Balance	30	3	5	9
Oct.	2	To Cheque	24	13	0	0
,,	,,	To Cash Sales this week	54	1	10	0
,,	9	To Cheque	24	15	0	0
,,	,,	To Cash Sales this week	54	1	5	6
,,	16	To Cheque	24	10	0	0
,,	,,	To Cash Sales this week	54	1	0	11
,,	23	To Cheque	24	20	0	0
,,	,,	To Cash Sales this week	54		15	4
,,	30	To Cheque	24	15	0	0
,,	,,	To Cash Sales this week	54		15	0
				81	12	6
Nov.	1	To Balance, *brought down*		4	18	4
,,	30	To Cash Sales this month	54	4	19	6
,,	,,	To Cheques this month	24	40	0	0
Dec.	31	To Cheques this month	25	35	0	0
,,	,,	To Cash Sales this month	54	4	15	0
1886						
Jan.	31	To Cheques this month	25	45	0	0
,,	,,	To Cash Sales this month	54	4	1	2
Feb.	28	To Cheques this month	25	40	0	0
,,	,,	To Cash Sales this month	54	4	2	6
Mar.	31	To Cheques this month	25	45	0	0
,,	,,	To Cash Sales this month	54	5	2	8
Sep.	29	To Cheques, six months to date	25	617	10	0
,,	,,	To Cash Sales, *six months to date* ..	54	55	0	0
				905	9	2
,,	,,	To Balance, brought down		3	2	4

H ACCOUNT. Cr. (27)

			2			3			4			5				6		
te.		To whom Paid, and particulars.	Amount Paid.			Labour.			General Ex-penses.						Folio.	Ledger Ac-counts.		
			£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.		£	s.	d.
5																		
ct.	2	By Wages, as per list	13	13	6	13	13	6										
	3	By Wills, ironmongery	1	4	0				1	4	0							
,,	,,	By Railway Fares..		11	6					11	6							
,,	,,	By Westhorpe tithe		7	0										68		7	0
,,	7	By Postage Stamps		5	0					5	0							
,,	8	By Garton, for grease	1	6	0				1	6	0							
,,	9	By Cheque Book ..		5	0					5	0							
,,	,,	By Wages, as per list	13	3	10	13	3	10										
,,	13	By Jackson, calf meal	1	3	0										57	1	3	0
,,	15	By Bennett, shears		15	0					15	0							
,,	,,	By Medicine for calves		6	3										57		6	3
,,	16	By Wages	12	15	1	12	15	1										
,,	23	By ,, ...	12	11	3	12	11	3										
,,	25	By Brooks, carpenter	4	16	0				4	16	0							
,,	30	By Wages	13	11	9	13	11	9										
,,	31	Labour this month				65	15	5							29	65	15	
,,	,,	General Expenses this month ..							9	2	6				69	9	2	
,,	,,	By Balance, carried down	4	18	4											4	18	
			81	12	6											81	12	
Nov.	,,	By Sundries this month ..	50	6	0	47	1	0	3	5	0							
Dec.	,,	By Ditto ,,	51	4	8	46	10	8	4	14	0							
1886 Jan.	,,	By Ditto ,,	41	12	0	38	16	0	2	16	0							
Feb.	,,	By Ditto ,,	46	11	10	43	10	4	3	1	6							
Mar.	,,	By Ditto ,,	41	1	10	39	10	0	1	11	10							
Sep.	29	By Sundries six months to date ..	671	10	6	630	0	0	41	10	6							
,,	,,	Labour, eleven months to date				845	8	0							29	845		
,,	,,	General Expenses							56	18	10				69	56		
,,	,,	By Balance, carried down	3	2	4											3		
			905	9	2											905		

(28) [**PLAN C.**]—RENTAL FOR THE QUARTER

No.	Description of Property.	Name of Tenant.	1 Annual Rental.	2 Arrears brought forward.			3 Rent this Quarter.		
			£	£	s.	d.	£	s.	d.
1	"Wood View"...	J. Saunders	50				12	10	0
2	No. 1, Chapel Row	George Mills	13				3	5	0
3	" 2 " "	William Lester ...	13				3	5	0
4	" 3 " "	James Brookes ...	13				3	5	0
5	" 4 " "	Robert Browning ...	13				3	5	0
6	" 1, Wood Cottages ...	Arthur Boggis ...	13				3	5	0
7	" 2 " "	James Cooper ...	13				3	5	0
							32	0	0

QUARTER ENDING

No.	Description of Property.	Name of Tenant.	1 Annual Rental.	2 Arrears brought forward.			3 Rent this Quarter.		
1	"Wood View"..	J. Saunders	50	12	10	0	12	10	0
2	No. 1, Chapel Row	George Mills	13				3	5	0
3	" 2 " "	William Lester ...	13				3	5	0
4	" 3 " "	James Brookes ...	13				3	5	0
5	" 4 " "	Robert Browning ...	13				3	5	0
6	" 1, Wood Cottages ...	Arthur Boggis ...	13				3	5	0
7	" 2 " " ...	James Cooper... ...	13				3	5	0
				12	10	0	32	0	0
							SD	B	22

QUARTER ENDING

No.	Description of Property.	Name of Tenant.	1 Annual Rental.	2 Arrears brought forward.			3 Rent this Quarter.		
1	"Wood View"...	J. Saunders	50				12	10	0
2	No. 1, Chapel Row	George Mills	13				3	5	0
3	" 2 " "	William Lester ...	13				3	5	0
4	" 3 " "	(Unoccupied)	13						
5	" 4 " "	Robert Browning ...	13				3	5	0
6	" 1, Wood Cottages ...	Arthur Boggis... ...	13				3	5	0
7	" 2 " " ...	James Cooper ...	13				3	5	0
							28	15	0
							SD	B	23

SUMMARY OF TWO QUARTERS

No.	Description of Property.	Name of Tenant.	1 Annual Rental.	2 Arrears brought forward.			3 Rent this Quarter.		
	As above...	As above	—	18	6		64	0	0
							SD	B	23

ENDING MICHAELMAS, 1885. (28)

4 Total Rent due.			Deductions. 5 Income Tax.			6 Sundries.			Received. Date.		C. B. Folio.	7 Amount.			8 Arrears carried forward.			Remarks.
£	s.	d.	£	s.	d.	£	s.	d.	18	85		£	s.	d.	£	s.	d.	
12	10	0											—		12	10	0	
3	5	0							Oct	16	24	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
32	0	0										19	10	0	12	10	0	

CHRISTMAS, 1885.

									1886									
25	0	0							Jan	21	25	25	0	0				
3	5	0							,,	31	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				Allowed on acct. of illness, 13s.
3	5	0					13	0	,,	,,	,,	2	12	0				
3	5	0							,,	,,	,,	3	5	0				
3	5	0							,,	,,	,,	3	5	0				
44	10	0					13	0				43	17	0				
						B D	B	20										

LADY DAY, 1886.

12	10	0	1	5	0	2	5	0	Apl	30	25	9	0	0				Plumber's bill, £2 5s.
3	5	0		6	6				,,	,,	,,	2	18	6				
3	5	0		6	6				,,	,,	,,	2	18	6				* Cash paid, 6s. 6d. deducted from total of col. 7.
				6	6				,,	,,	,,		**6**	**6***				
3	5	0		6	6				,,	,,	,,	2	18	6				
3	5	0		6	6				,,	,,	,,	2	0	0		18	6	
3	5	0		6	6				,,	,,	,,	2	18	6				
28	15	0	3	4	0	2	5	0				22	7	6		18	6	
			B D	B	21	B D	B	21										

TO MICHAELMAS, 1886.

64	18	6							Sep	20	26	32	18	6	32	0	0	Michs. rents unpaid at 29th Sept., 1886.

(29) [PLAN C.]—LABOUR

1 Week Ending.		2 Name.	3 How Employed.	4 Rate per day.	5 Wages for the Week. £	s.	d.
1885 Oct.	2	James Brown ...	Foreman	4/	1	4	0
,,	,,	William Lister ...	Ploughing	2/4		14	0
,,	,,	Henry Jones ...	,, ...	2/4		14	0
,,	,,	James Brookes ...	,, ...	2/2		13	0
,,	,,	Robert Browning .	,, ...	2/2		13	0
,,	,,	Arthur Harris ...	,, ...	2/2		13	0
,,	,,	George Mills ...	Threshing	2/		12	0
,,	,,	Henry Biggs ...	,, ...	2/		12	0
,,	,,	Robert Jacobs ...	,, ...	2/		12	0
,,	,,	Henry Allen ...	,, ...	2/		12	0
,,	,,	John Harris ...	Pulling mangolds ... 3 days 7 6 Tying straw ... ,, 16 6	6/ per acre 2/3 per load	1	4	0
,,	,,	Richd. Stokes ...	Do. ... ... ,, 16 6 Brushing hedges ... ,, 6 0	,, 2/	1	2	6
,,	,,	Arthur Bacon ...	Stockman	2/6		15	0
,,	,,	Harry Parker ...	,, boy	1/		6	0
,,	,,	John Baker ...	Dairyman	2/4		14	0
,,	,,	Henry Jarvis ...	Cutting wood	2/		12	0
,,	,,	Richard Suggs ...	,, ...	2/		12	0
,,	,,	Walter Harvey ...	Brushing hedges	2/4		14	0
,,	,,	George Mills ...	Garden work	2/6		15	0
			P.C.B. fol. 27 ...		13	13	6
Oct.	9	Sundry Persons ...	P.C.B. fol. 27 ...		13	3	10
,,	,,	,, ,, ...	,, 27 ...		12	15	1
,,	,,	,, ,, ...	,, 27 ...		12	11	3
,,	,,	,, ,, ...	,, 27 ...		13	11	9
1886 Sep.	29	,, ,, ..	,, 27 ...		845	8	0

6 Total Wages to Date.			Analysis of Wages. 7 1885 Crop.			8 1886 Crop.			9 Live Stock.			10 Dairy and Poultry.			11 Felling Timber, &c.			12 General Ex-penses.		
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
																		1	4	0
							14	0												
							14	0												
							13	0												
							13	0												
							13	0												
				12	0															
				12	0															
				12	0															
				12	0															
			1	4	0															
				16	6														6	0
										15	0									
										6	0									
													14	0						
																12	0			
																12	0			
																			14	0
																			15	0
13	13	6	4	8	6	3	7	0	1	1	0		14	0	1	4	0	2	19	0
13	3	10	4	9	10	4	10	0	1	1	0		14	0	1	4	0	1	5	0
12	15	1	4	1	1	4	15	0	1	4	0		14	0	1	6	0		15	0
12	11	3	4	1	9	5	3	6	1	4	0		14	0	1	8	0			
13	11	9	4	1	9	4	16	0	1	16	0		14	0	1	2	0	1	2	0
845	8	0	23	17	1	698	8	6	63	14	0	36	10	0	8	16	0	14	2	5
911	3	5	45	0	0	721	0	0	70	0	0	40	0	0	15	0	0	20	3	5
			Fol.	62		Fol.	63		Fol.	61		Fol.	60		Fol.	64		Fol.	69	

HINTS ON POSTING TO THE LEDGER.

Every posting to the Ledger should be made from one of the books numbered 1—6, on page 107, and every entry in the Ledger should have the folio in the book from which it comes placed against it.

The entries in the Day Books should be first posted up, and then those from the Cash Book. Sales will go to the debit of the person to whom sold, and purchases to the credit of the person from whom the purchase has been made, or who has rendered the service which entitles him to payment. Receipts, which are debits in the Cash Book, are posted to the credit of the Ledger accounts, and payments are carried to the debit side in the Ledger.

A good way to ensure accuracy in posting is to let the eye rest on the amount to be posted when the Ledger folio is being filled in against the Day Book or Cash Book entry, and after the posting has been made in the Ledger. Thus the amount is read a second time and any inaccuracy in the first reading should be discovered.

When ruling off an account, care should be taken that the balance (if any) is brought down to commence the new period.

[PLAN C.]—LEDGER.

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(30) Dr. BALANCE SHEET

Fol.	Liabilities.	£	s.	d.	£	s.	d.
	To Sundry Creditors, viz.:—						
37	Cook, E., wheelwright....	16	4	6			
38	Cooling, J., harness maker.	12	6	7			
50	Pearse, W., veterinary surgeon	5	15	6			
51	Smithers, G., seedsman ..	27	15	0			
52	Strong, J., blacksmith....	7	7	2	69	8	9
32	To Ann Ball:— Loan	2,000	0	0			
	Three months' interest at 4 per cent. per annum . £20 0s. 0d. *Less* income tax.. £10s. 0d.	19	10	0	2,019	10	0
72	To John Ball, Capital Account				2,544	4	9
					4,633	3	6

29th SEPTEMBER, 1885. CR. (30)

Fol.	ASSETS.	£	s.	d.	£	s.	d.
24	By Cash at bankers'	246	17	6			
27	By Cash in house	3	5	9	250	3	3
55	By Bills Receivable				67	14	0
	By Sundry Debtors, viz.:—						
31	Alton, R., hay	10	16	0			
45	Higgins, W., clover	8	6	10			
48	King, George, pigs	14	17	0			
28	Rent accounts, as per Rent Book	32	0	0	65	19	10
	By Live Stock, as per valuation, viz.:—						
57	Cattle	150	0	0			
58	Sheep	748	0	0			
59	Pigs..................	130	0	0			
60	Cows and Poultry......	106	0	0	1,134	0	0
56	By Horses, as per valuation				455	0	0
62	By Produce, as per valuation				1,810	16	5
63	By Seeds, as per valuation ..				20	0	0
65	By Implements				414	0	0
67	By Unexhausted Improvements				100	0	0
66	By Outlay on buildings				315	10	0
	By Freehold Property, not valued						
					4,633	3	6

(31) DR. R. ALTON,

				£	s.	d.
1885 Sep.	29	To Balance	30	10	16	0
1886 Sep.	29	To Hay and clover delivered to him .	23	25	12	4

(32) DR. ANN BALL,

(32) DR. DITTO,

				£	s.	d.
1886 Jan.	16	To Cash	25	39	0	0
July	3	To Cash	26	39	0	0
Sep.	29	To Balance carried down		19	10	0
				97	10	0

(33) DR. W. BANYARD,

				£	s.	d.
1885 Dec.	15	To Cash	24	34	9	3
1886 Mar.	30	To Cash	25	84	7	6
				118	16	9

(34) DR. RICHARD BIGGS,

				£	s.	d.
1885 Oct.	8	To Cash	24	5	17	0
Nov.	1	To Wheat, 5 qrs.	22	10	7	6
				16	4	6

Salesman. CR. (31)

				£	s.	d.
1885 Oct.	20	By Cash	24	10	16	0

Loan Account. CR. (32)

				£	s.	d.
1885 Sep.	29	By Balance	30	2000	0	0

Interest Account. CR. (32)

				£	s.	d.
1885 Sep.	29	By Balance	30	19	10	0
Dec.	31	By One Quarter's Interest	20	19	10	0
1886 Mar.	25	By ditto ditto	21	19	10	0
Sep.	29	By Two Quarters' ditto	21	39	0	0
				97	10	0
,,	,,	By Balance brought down		19	10	0

Manure Merchant. CR. (33)

				£	s.	d.
1885 Dec.	10	By Manure, fish	20	34	9	3
1886 Mar.	16	By Manure, guano	21	84	7	6
				118	16	9
Sep.	29	*By Manure, fish*	*21*	*42*	*14*	*6*

Farmer. CR. (34)

				£	s.	d.
1885 Oct.	6	By Oats, 4½ qrs.	20	5	17	0
Nov.	6	By Cash	24	10	7	6
				16	4	6

(35) DR. J. BLANDFORD,

				£	s.	d.
1885						
Nov.	5	To 6 Pigs sold	22	11	5	0
,,	21	To Cash to him	24	6	5	0
Dec.	30	To ,, ...	24	6	5	0
1886						
Feb.	5	To 1 Colt sold	22	30	0	0
,,	17	To Cash to him	25	52	10	0
Mar.	2	To 3 Beasts sold	22	57	10	0
				163	15	0

(36) DR. E. CLUTTON,

				£	s.	d.
1886						
Jan.	10	To Cash	24	25	0	0

(37) DR. E. COOK,

				£	s.	d.
1885						
Oct.	15	To Cash	24	16	4	6
Dec.	13	To Timber supplied to him ..	22	8	10	0
1886						
Jan.	25	To ,, ,, ,, ...	22	11	5	0
Feb.	12	To Cash	25	23	0	0
				58	19	6

(38) DR. J. COOLING,

				£	s.	d.
1885						
Oct.	20	To Cash	24	12	6	7
1886						
Jan.	25	To ,, ...	25	10	16	5
				23	3	0

Cattle Dealer. CR. (35)

				£	s.	d.
1885 Oct.	16	By 3 Calves bought..	20	7	10	0
Nov.	16	By 2 Sows ,, ...	20	6	5	0
Dec.	27	By 4 Calves ,, ...	20	10	0	0
1886 Feb.	6	By Cash, of him	25	30	0	0
,,	15	By 20 Sheep bought	20	52	10	0
Mar.	4	By Cash of him	25	57	10	0
				163	15	0

Machinist. CR. (36)

				£	s.	d.
1885 Dec.	31	By Hire of machine..	20	25	0	0

Wheelwright. CR. (37)

				£	s.	d.
1885 Sept.	29	By Balance	30	16	4	6
1886 Jan.	20	By Waggon and sundry implements	20	42	15	0
				58	19	6
Sept.	29	By his Account rendered	21	10	4	0

Harness Maker. CR. (38)

				£	s.	d.
1885 Sept.	29	By Balance	30	12	6	7
Dec.	31	By his Account to 31 Dec... ..	20	10	16	5
				23	3	0

(39) Dr. S. Frost,

				£	s.	d.
1885 Oct.	4	To Hay	22	10	5	0
Dec.	29	To Cash on account	24	50	0	0
1886 Feb.	14	To Cash to balance..	25	70	3	6
				130	8	6
Sep.	29	To Hay	23	15	12	0

(40) Dr. Charles Furrin,

				£	s.	d.
1885 Nov.	1	To Cash	24	2	12	6

(41) Dr. J. Giffen,

				£	s.	d.
1885 Nov.	3	To 20 Sheep	22	80	7	0
,,	5	To Cash	24	73	8	3
Dec.	12	To Cash	24	112	10	0
1886 Jan.	10	To 1 Bullock	22	30	0	0
Feb.	28	To 6 Beasts	22	123	0	0
				419	5	3

(42) Dr. W. Gray,

				£	s.	d.
1886 Mar.	13	To Cash	25	45	0	0

(43) Dr. Richard Hanson,

				£	s.	d.
1886 Jan.	18	To Cash	25	16	0	0

Forage Dealer. CR. (39)

				£	s.	d.
1885						
Oct.	14	By 5 qrs. of winter Beans	20	8	15	6
Dec.	7	By 8 tons of Cake	20	75	16	0
1886						
Feb.	1	By 5 tons of Cake	20	45	17	0
				130	8	6

Rick Cloth Maker. CR. (40)

				£	s.	d.
1885						
Oct.	21	By Rick Cloths	20	2	12	6
1886						
Sep.	29	By Rick Cloths	21	9	17	6

Cattle Dealer. CR. (41)

				£	s.	d.
1885						
Nov.	2	By 13 Bullocks	20	153	15	3
Dec.	6	By 10 Beasts	20	112	10	0
1886						
Jan.	15	By Cash	24	30	0	0
Mar.	3	By Cash	25	123	0	0
				419	5	3
Sep.	29	By 5 Beasts	21	53	5	6

Cattle Dealer. CR. (42)

				£	s.	d.
1886						
Mar.	12	By 2 Cows bought of him	21	45	0	0

Miller. CR. (43)

				£	s.	d.
1885						
Dec.	31	By his account for Grinding, &c...	20	16	0	0

(44) DR. W. HICKS,

				£	s.	d.
1885 Oct.	4	To Barley, 120 quarters	22	195	19	6
,,	10	To Wheat, 75 quarters	22	124	9	0
Dec.	1	To Wheat, 130 quarters	22	276	14	9
,,	,,	To Interest to March 4, 1886 ..	22	2	5	0
1886 Jan.	1	To Clover seed	22	75	19	0
Mar.	2	To Wheat, 90 quarters	22	178	0	0
				853	7	3
Sept.	29	To Barley, 50 quarters	23	80	10	6

(45) DR. W. HIGGINS,

				£	s.	d.
1885 Sept.	29	To Balance	30	8	6	10
Nov.	4	To Bill due this day, unpaid	55	67	14	0
				76	0	10

(46) DR. W. HORNE,

				£	s.	d.
1886 Jan.	10	To Cash	24	55	10	3

Corn Merchant, &c. CR. (44)

				£	s.	d.
1885 Oct.	20	By Coal for engine	20	3	8	0
Nov.	6	By Cash	24	191	11	6
,,	10	By Cash	,,	124	9	0
Dec.	1	By Bill due March 4, 1886.. ..	55	178	19	9
,,	,,	By Cash, on account	24	100	0	0
,,	26	By Coal	20	1	0	0
1886 Jan.	15	By Cash, to balance..	24	75	19	0
Mar.	10	By Cash on account	25	150	0	0
,,	25	By Cash, to balance	25	28	0	0
				853	7	3

Salesman. CR. (45)

				£	s.	d.
1885 Oct.	15	By Cash	24	8	6	10
Dec.	15	By Cash, composition of 10s. in the £	24	33	17	0
,,	,,	By Profit and Loss—loss	71	33	17	0
				76	0	10

Bricklayer. CR. (46)

				£	s.	d.
1885 Dec.	31	By Work done	20	55	10	3
1886 Sept.	29	By Work done, repairs	21	16	15	0

(47) DR. HUDSON & CO.,

				£	s.	d.
1885 Nov.	14	To Timber	22	56	10	0

(48) DR. GEORGE KING,

				£	s.	d.
1885 Sept.	29	To Balance	30	14	17	0
Oct.	3	To 14 Pigs sold to him	22	23	3	0
Dec.	10	To 30 Pigs sold to him	22	44	12	4
				82	12	4
1886 Sept.	29	To 10 Pigs sold to him	23	13	16	0

(49) DR. LITTLE & CO.,

				£	s.	d.
1886 Jan.	28	To Straw, 70 loads	22	110	2	0
Mar.	14	To ,, ,, ...	23	105	6	4
,,	30	To ,, ,, ...	23	107	5	8
				322	14	0

(50) DR. W. PEARSE,

				£	s.	d.
1886 Jan.	16	To Cash	24	8	10	6
				8	10	6

Timber Merchants. CR. (47)

				£	s.	d.
1886 Jan.	15	By Cash	24	56	10	0

Cattle Salesman. CR. (48)

				£	s.	d.
1885 Oct.	5	By Cash	24	38	0	0
Dec.	28	By Cash	24	44	12	4
				82	12	4

Hay, &c., Dealers. CR. (49)

				£	s.	d.
1886 Feb.	5	By Cash on account	25	100	0	0
Mar.	4	By Oats for horses, 20 quarter ..	20	17	10	0
,,	15	By Cash, to balance..	25	97	18	4
,,	31	By Cash	25	107	5	8
				322	14	0

Veterinary Surgeon. CR. (50)

				£	s.	d.
1885 Sept.	29	By Balance	30	5	15	6
Dec.	26	By His account rendered	20	2	15	0
				8	10	6

(51) DR. G. SMITHERS

				£	s.	d.
1885						
Oct.	15	To Cash, on account	24	20	0	
Nov.	25	To „ to balance..	24	22	5	
				42	5	

(52) DR. JAMES STRONG,

				£	s.	d.
1885						
Oct.	15	To Cash	24	7	7	2
1886						
Jan.	26	To „	25	8	0	0
				15	7	2

(53) DR. G. WAY,

				£	s.	d.
1885						
Dec.	10	To Beans, 10 qrs.	22	16	5	0
1886						
Feb.	23	To Wheat, 100 qrs...	22	193	4	0
				209	9	0

(54) DR. CASH

				£	s.	d.
1885						
Oct.	31	To Dairy and Poultry Account 1 month's sales	22	5	6	9
				5	6	9
Nov.	30	To „ „ „	22	4	19	6
Dec.	31	To „ „ „	„	4	15	0
1886						
Jan.	31	To „ „ „	„	4	1	2
Feb.	28	To „ „ „	„	4	2	6
Mar.	31	To „ „ „	23	5	2	8
Sept.	29	To „ 6 months' sales	„	55	0	0
				83	7	[illegible]

Seedsman. CR. (51)

				£	s.	d.
1885						
Sept.	29	By Balance	30	27	15	0
Nov.	4	By Wheat, 7 qrs.	20	14	10	6
				42	5	6

Blacksmith. CR. (52)

1885						
Sept.	29	By Balance	30	7	7	2
Dec.	31	By his account rendered	20	8	0	0
				15	7	2
1886						
Sept.	29	By His account rendered	21	6	5	0

Forage Dealer. CR. (53)

				£	s.	d.
1885						
Dec.	12	By Cash	24	16	5	0
1886						
Jan.	26	By Feed for sheep	20	18	14	0
Mar.	4	By Barley for sowing, 18 qrs. ..	20	26	5	0
,,	12	By Cash	25	148	5	0
				209	9	0

SALES. CR. (54)

				£	s.	d.
1885						
Oct.	2	By cash, this week's sales	27	1	10	0
,,	9	By ,, ,, ,, ...	,,	1	5	6
,,	16	By ,, ,, ,, ...	,,	1	0	11
,,	23	By ,, ,, ,, ...	,,		15	4
,,	30	By ,, ,, ,, ...	,,		15	0
				5	6	9
Nov.	30	By ,, 1 month's sales	,,	4	19	6
Dec.	31	By ,, ,, ,, ...	,,	4	15	0
1886						
Jan.	31	By ,, ,, ,, ...	,,	4	1	2
Feb.	28	By ,, ,, ,, ...	,,	4	2	6
Mar.	31	By ,, ,, ,, ...	,,	5	2	8
Sept.	29	By ,, 6 months' sales	,,	55	0	0
				83	7	7

(55) DR. BILLS

				£	s.	d.
1885						
Sep.	29	To Balance, Higgins's acceptance, due 4 Nov.	30	67	14	0
Dec.	1	To W. Hicks, his acceptance due 4 March, 1886	44	178	19	9
				246	13	9

(56) DR. HORSES.

				£	s.	d.
1885						
Sep.	29	To Amount as per valuation (page 157) ..	30	455	0	0
,,	,,	To *Profit and Loss, gross profit transferred*	71	65	0	0
				520	0	0
1886						
Sep.	29	To *Stock brought down*		490	0	0

(57) DR. CATTLE.

				£	s.	d.
1885						
Sep.	29	To Amount as per valuation (page 157) ..	30	150	0	0
Oct.	13	To Cash, calf meal .. .. P.C.B.	27	1	3	0
,,	15	To Cash, medicine for calves ,,	,,		6	3
1886						
Sep.	29	To Sundry Purchases, as per Day Book ..	21	412	0	9
,,	,,	To General Live Stock account, gross profit transferred	61	377	0	0
				940	10	0
Sep.	29	To Stock brought down		130	0	0

RECEIVABLE. CR. (55)

				£	s.	d.
1885 Nov.	4	By W. Higgins, bill due not paid	45	67	14	0
1886 Mar.	4	By Cash, W. Hicks	25	178	19	9
				246	13	9

CR. (56)

				£	s.	d.
1886 Sep	29	By Colt sold, 5 Feb.	23	30	0	0
,,	,,	By Stock, as per valuation (page 159) ..		490	0	0
				520	0	0

CR. (57)

				£	s.	d.
1886 Sep.	29	By Sales, as per Day Book	23	810	10	0
,,	,,	By Stock as per valuation (page 159) ..		130	0	0
				940	0	0

(58) Dr. Sheep,

				£	s.	d.
1885						
Sep.	29	To Amount, as per valuation (page 157) ..	30	748	0	0
1886						
Sep.	29	To Purchases, per Day Book	21	77	10	0
,,	,,	To General Live Stock account, gross profit transferred	61	296	17	0
				1,122	7	0
Sep.	29	To Stock, brought down		642	0	0

(59) Dr. Pigs.

				£	s.	d.
1885						
Sep.	29	To Amount, as per valuation (page 157) ..	30	130	0	0
1886						
Sep.	29	To Purchases, as per Day Book	21	26	5	0
,,	,,	To General Live Stock account, gross profit transferred	61	116	11	4
				272	16	4
Sep.	29	To Stock, brought down		100	0	0

(60) Dr. Dairy and Poultry.

				£	s.	d.
1885						
Sep.	29	To Amount, as per valuation (page 157)..	30	106	0	0
1886						
Sep.	29	To Purchases and Feed from Farm, as per Day Book	21	75	0	0
,,	,,	To Wages, as per Labour Book	29	40	0	0
,,	,,	To Profit and Loss, gross profit transferred	71	49	7	7
				270	7	7
1886						
Sep.	29	To Stock, brought down		160	0	0

CR. (58)

				£	s.	d.
1886						
Sep.	29	By Sales of lambs and sheep, as per Day Book	23	480	7	0
,,	,,	By Stock, as per valuation (page 159) ..		642	0	0
				1,122	7	0

CR. (59)

				£	s.	d.
1886						
Sep.	29	By Sales, as per Day Book..	23	172	16	4
,,	,,	By Stock, as per valuation (page 159) ..		100	0	0
				272	16	4

CR. (60)

				£	s.	d.
1886						
Sep.	29	By Sales, as per Day Book..	23	110	7	7
,,	,,	By Stock, as per valuation (page 159) ..		160	0	0
				270	7	7

(61) Dr. General Live

				£	s.	d.
1886 Sep.	29	To Feeding Stuffs, as per Day Book	21	665	2	6
,,	,,	To Wages, as per Labour Book ..	29	70	0	0
,,	,,	To Profit and Loss, gross profit transferred		215	5	10
				950	8	4

(62) Dr. Tillages Account,

				£	s.	d.
1885 Sep.	29	To Amount as per valuation (page 156)..	30	1810	16	5
1886 Sep.	29	To Sundries, as per Day Book ..	21	29	8	0
,,	,,	To Wages, as per Labour Book ..	29	45	0	0
,,	,,	To Profit and Loss, amount realised in excess of valuation	71	348	13	4
				2233	17	9

(63) Dr. Tillages Account,

				£	s.	d.
1885 Sep.	29	To Seeds, as per valuation (page 157)	30	20	0	0
1886 Sep.	29	To Sundries, as per Day Book ..	21	585	13	9
,,	,,	To wages, as per Labour Book ..	29	721	0	0
,,	,,	To Profit and Loss, estimated gross profit	71	655	1	1
				1981	14	10
Sep.	29	To Crop, as per valuation, brought down		1760	0	0

STOCK ACCOUNT. CR. (61)

				£	s.	d.
1886 Sep.	29	By Cattle, gross profit on sales or valuations	57	377	0	0
,,	,,	By Sheep, ditto ditto ..	58	296	17	0
,,	,,	By Pigs, ditto ditto ..	59	116	11	4
,,	,,	By Manure, as per Day Book ..	23	160	0	0
				950	8	4

1885 CROP. CR. (62)

				£	s.	d.
1886 Sep.	29	By Sundry Sales, as per Day Book	23	2233	17	9
				2233	17	9

1886 CROP. CR. (63)

				£	s.	d.
1886 Sep.	29	By Sundry Sales, as per Day Book..	23	221	14	10
,,	,,	By Crop, as per valuation (page 158) carried down		1760	0	0
				1981	14	10

(64) DR. TIMBER

				£	s.	d.
1886 Sep.	29	To Wages, as per Labour Book ..	29	15	0	0
,,	,,	To Profit and Loss, for net amount received	71	111	5	0
				126	5	0

(65) DR. IMPLEMENTS

				£	s.	d.
1885 Sep.	29	To Balance	30	414	0	0
1886 Sep.	29	To Sundries, as per Day Book ..	21	77	15	0
				491	15	0
Sep.	29	To Balance, brought down.. ..		450	7	0

(66) DR. OUTLAY ON

				£	s.	d.
1885 Sep.	29	To Balance	30	315	10	0
1886 Sep.	29	To Sundries, as per Day Book ..	21	50	0	0
				365	10	0
Sep.	29	To Balance brought down		349	14	6

(67) DR. UNEXHAUSTED

				£	s.	d.
1885 Sep.	29	To Balance (for clearing and improving land)	30	100	0	0
				100	0	0
1886 Sep.	29	To Balance, brought down.. ..		90	0	0

ACCOUNT. CR. (64)

				£	s.	d.
1886 Sep.	29	By Sales, as per Day Book ..	23	126	5	0
				126	5	0

ACCOUNT. CR. (65)

				£	s.	d.
1886 Sep.	29	By Profit and Loss, 10 per cent. per annum for depreciation ..	71	41	8	0
Sep.	29	By Balance, carried down		450	7	0
				491	15	0

BUILDINGS. CR. (66)

				£	s.	d.
1886 Sep.	29	By Profit and Loss, 5 per cent. per annum for depreciation	71	15	15	6
,,	,,	By Balance, carried down		349	14	6
				365	10	0

IMPROVEMENTS. CR. (67)

				£	s.	d.
1886 Sep.	29	By Profit and Loss, 10 per cent. per annum for depreciation	71	10	0	0
,,	,,	By Balance, carried down		90	0	0
				100	0	0

(68) DR. *RATES, TAXES,

				£	s.	d.
1885						
Oct.	3	To Petty Cash, Westhorpe tithe ..	27		7	0
,,	10	To Cash, Queen Fire Insurance Office, premium	24	15	16	0
Nov.	1	To Cash, poor and highway rates..	24	28	19	6
,,	4	To Cash, tithe	24	35	5	3
1886						
Jan.	30	To Cash, income tax, 1885-6 ..	25	22	4	10
Mar.	3	To Cash, poor rates	25	14	9	7
,,	25	To Rent Accounts, income tax allowed to tenants	21	3	4	0
Sept.	29	To Cash, sundries	25	76	2	6
				196	8	8

(69) DR. GENERAL

				£	s.	d.
1885						
Oct.	31	To Petty Cash, this month ..	27	9	2	6
Nov.	30	To ,, ,, ...	27	3	5	0
Dec	31	To ,, ,, ...	27	4	14	0
1886						
Jan.	31	To ,, ,, ...	27	2	16	0
Feb.	28	To ,, ,, ...	27	3	1	6
Mar.	31	To ,, ,, ...	27	1	11	10
Sept.	29	To ,, six months	27	41	10	6
,,	,,	To Sundries, per Day Book ..	21	105	13	8
,,	,,	To Wages, per Labour Book ..	29	20	3	5
				191	18	5

* It is supposed in this example that the farmer is his own landlord, and therefore no rent is charged, but where rent is paid it should be posted to the above account, which would then be called, "Rent, Rates, Taxes, and Insurance."

AND INSURANCE. CR. (68)

				£	s.	d.
1886 Sept.	29	By Profit and Loss, for amount transferred	71	196	8	8
				196	8	8

EXPENSES. CR. (69)

				£	s.	d.
1886 Sept.	29	By Profit and Loss, for amount transferred	71	191	18	5
				191	18	5

(70) DR. HOUSEHOLD

Date			Fo.	£	s.	d.
1885						
Oct.	2	To Cash	24	10	0	0
,,	16	To ,, ...	24	12	0	0
Nov.	30	To ,, ...	24	35	0	0
Dec.	31	To ,, ...	24	25	0	0
1886						
Jan.	31	To ,, ...	25	26	0	0
,,	31	To Cash, school bill	25	64	10	0
Feb.	28	To ,, ...	25	22	0	0
Mar.	31	To ,, ...	25	23	0	0
Sept.	*29*	*To Cash, six months*	*25*	*500*	*0*	*0*
				717	10	0

(71) DR. PROFIT AND LOSS ACCOUNT,

Date			Fo.	£	s.	d.
1886						
Sept.	29	To Rates, Taxes and Insurance ..	68	196	8	8
,,	,,	To General Expenses	69	191	18	5
,,	,,	To Interest on loan from Ann Ball	21	78	0	0
,,	,,	To Depreciation on buildings ..	66	15	15	6
,,	,,	To Depreciation on implements ..	65	41	8	0
,,	,,	To Unexhausted Improvements, amount written off	67	10	0	0
,,	,,	To W. Higgins, bad debt	45	33	17	0
,,	,,	To John Ball, *for net profit* ..	72	1,004	5	3
				1,571	12	10

(72) DR. JOHN BALL,

Date			Fo.	£	s.	d.
1886						
Sept.	29	To Household Expenses	70	717	10	0
,,	,,	To Balance, carried down		2,831	0	0
				3,548	10	0

EXPENSES. CR. (70)

				£	s.	d.
1886 Sept.	29	By John Ball, Capital Account, for amount transferred	72	717	10	0
				717	10	0

FOR THE YEAR ENDING 29TH SEPTEMBER, 1886. CR. (71)

				£	s.	d.
1886 Sept.	29	By Rents, for the four quarters to Michaelmas, as per day-book ..	23	124	15	0
,,	,,	By Interest, W. Hicks	23	2	5	0
,,	,,	By 1885 Crop, realised over valuation	62	348	13	4
,,	,,	By 1886 Crop, profit as valued ..	63	655	1	1
,,	,,	By General Live Stock Account, gross profit thereon	61	215	5	10
,,	,,	*By Dairy and Poultry Account, gross profit thereon*	60	49	7	7
,,	,,	By Timber Account, gross profit thereon	64	111	5	0
,,	,,	By Horses Account, gross profit thereon	56	65	0	0
				1,571	12	10

CAPITAL ACCOUNT. CR. (72)

				£	s.	d.
1885 Sept.	29	By Balance	30	2,544	4	9
1886 Sept.	29	By Profit and Loss, for net profit for the year	71	1,004	5	3
				3,548	10	0
,,	,,	By Balance, brought down ..		2,831	0	0

(73) Dr. BALANCE SHEET,

Fol.	Liabilities.	£	s.	d.	£	s.	d.
	To Sundry Creditors, viz.:—						
33	Banyard, W.	42	14	6			
37	Cook, E.	10	4	0			
40	Furrin, Charles	9	17	6			
41	Giffen, James	53	5	6			
46	Horne, W.	16	15	0			
52	Strong, James	6	5	0			
					139	1	6
32	To Ann Ball :—						
	Loan	2000	0	0			
	Interest	19	10	0			
					2019	10	0
72	To John Ball :—						
	Capital account				2831	0	0
					4989	11	6

29TH SEPTEMBER, 1886. CR. (73)

Fol.	ASSETS.	£	s.	d.	£	s.	d.
26	By Cash at bank	646	16	10			
27	By „ in house	3	2	4	649	19	2
	By Sundry Debtors, viz.:—						
31	Alton, R.	25	12	4			
39	Frost, S.	15	12	0			
44	Hicks, W.	80	10	6			
48	King, George	13	16	0			
28	Rent Accounts	32	0	0	167	10	10
	By Live Stock, as per valuation, viz.:—						
57	Cattle	130	0	0			
58	Sheep	642	0	0			
59	Pigs	100	0	0			
60	Cows and Poultry	160	0	0	1032	0	0
56	By Horses, as per valuation..				490	0	0
63	By Produce, 1886 crop, as per valuation				1760	0	0
65	By Implements				450	7	0
67	By Unexhausted Improvements				90	0	0
66	By Outlay on Buildings, less depreciation thereon ..				349	14	6
	By Freehold Property not valued					—	
					4989	11	6

(74) VALUATION MADE

Produce.	Acreage.			Average per Acre.		Total.		Average price per Qr.	Value.			Amount to Ledger Account.			Ledger Folio.
	A.	R.	P.	qrs.	bus.	qrs.	bus.		£	s.	d.	£	s.	d.	
Wheat ..	70	0	0	5	0	350	0	32/	560	0	0				
Barley ..	30	0	0	5	0	150	0	28/	210	0	0				
Oats.. ..	40	0	0	6	0	240	0	20/	240	0	0				
Beans ..	40	0	0	5	0	200	0	30/	300	0	0				
Peas ..	40	0	0	4	0	160	0	33/	264	0	0				
Roots ..	15	0	0	..	..	..	..	per acre £8	120	0	0				
Hay.. ..	..	..	..	..	..	spoiled		say	25	16	5				
Straw ..	..	..	..	..	..	loads. 70		per load 26/	91	0	0				
To 1885 CROP ACCOUNT ..	..	..	..	..	..	..	..	..	—	—	—	1,810	16	5	62
Carried forward	..	..	..	..	..	..	..	..	..	..	..	1,810	16	5	

29th SEPTEMBER, 1885. (74)

Number of Animals.	Stock, etc.	Price per head.	Value. £	s.	d.	Amount to Ledger Account. £	s.	d.	Ledger Folio.
	Brought forward ..	..	..	..	..	1,810	16	5	
	HORSES.								
16	Cart	£25	400	0	0				
1	Nag "Chestnut" ..	£30	30	0	0				
1	Nag "Bess"	£25	25	0	0				
	To HORSES ACCOUNT					455	0	0	56
	CATTLE.								
10	Bullocks	£12	120	0	0				
5	Calves	£6	30	0	0				
	To CATTLE ACCOUNT					150	0	0	57
	SHEEP.								
220	Ewes	68/	748	0	0				
	To SHEEP ACCOUNT					748	0	0	58
118	PIGS	..	130	0	0				
	To PIGS ACCOUNT					130	0	0	59
	DAIRY AND POULTRY.								
4	Cows	£25	100	0	0				
	Poultry, &c.	..	6	0	0				
	To DAIRY AND POULTRY ACCOUNT					106	0	0	60
	SEEDS	..	..	..	..	20	0	0	63
	IMPLEMENTS. As per Ledger Account..	..	..	..	..	414	0	0	65
	UNEXHAUSTED IMPROVEMENTS. As per Ledger Account..	..	..	..	..	100	0	0	67
	Total	..	..	..	..	3,933	16	5	

(75) VALUATION MADE

Produce.	Acreage. A.	R.	P.	Average per acre. qrs.	bus.	Total. qrs.	bus.	Average Price per Qr.	Value. £	s.	d.	Amount to Ledger Account. £	s.	d.	Ledger
Wheat ..	75	0	0	4	0	300	0	30/	450	0	0				
Barley ..	40	0	0	4	4	180	0	27/	243	0	0				
Oats ..	40	0	0	5	6	230	0	17/	195	10	0				
Beans ..	30	0	0	5	0	150	0	30/	225	0	0				
Peas ..	32	0	0	4	0	128	0	35/	224	0	0				
Roots ..	25	0	0	..	..	..	..	per acre £8	200	0	0				
Hay ..	..	..	..	..	..	loads 50		per load 49/	117	10	0				
Straw ..	..	..	..	..	..	75		28/	105	0	0				
To 1886 Crop Account ..	..	..	..	..	..	..	..	..	—	—	—	1,760	0	0	6[illegible]
Carried forward	..	..	..	..	..	..	..	..	..	..	..	1,760	0	0	

29th SEPTEMBER, 1886. (75)

Number of Animals.	Stock, etc.	Price per head.	Value. £	s.	d.	Amount to Ledger Account. £	s.	d.	Ledger Folio.
	Brought forward ..	..	..	..	..	1,760	0	0	
	HORSES.								
16	Cart	£25	400	0	0				
1	Nag "Chestnut" ..	£30	30	0	0				
1	" "Bess"	£20	20	0	0				
2	Cart colts	£20	40	0	0				
	To HORSES ACCOUNT					490	0	0	56
	CATTLE.								
20	Bullocks (Buds).. ..	£6 10/	130	0	0				
	To CATTLE ACCOUNT					130	0	0	57
	SHEEP.								
214	Ewes	£3	642	0	0				
	To SHEEP ACCOUNT					642	0	0	58
	PIGS.								
90	Swine	say	100	0	0				
	To PIGS ACCOUNT..					100	0	0	59
	DAIRY AND POULTRY ACCOUNT.								
6	Cows	£25	150	0	0				
	Poultry, &c.		10	0	0				
	To DAIRY AND POULTRY ACCOUNT ..					160	0	0	60
	IMPLEMENTS. As per Ledger Account	..	..	..	..	450	7	0	65
	UNEXHAUSTED IMPROVEMENTS. As per Ledger Account	..	..	..	..	90	0	0	67
	Total	..	..	..	..	3,822	7	0	

PLAN C.—REGISTERS.

The examples given in Plan B., pp. 82—86, will be found equally applicable here, and will show, it is hoped, the utility of such Registers in supplementing the Ledger Accounts.

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